

CONSTITUTION
of the
STRUCTURAL ENGINEERS ASSOCIATION OF
HAWAII
(Revised October 7, 1994)

ARTICLE I

The Structural Engineers Association of Hawaii is a non-profit corporation incorporated under the laws of Hawaii. The Structural Engineers Association of Hawaii is hereinafter referred to as the Corporation, or SEAOH.

ARTICLE II

The principal office for the transaction of business of this organization shall be located in the City and County of Honolulu, State of Hawaii.

ARTICLE III

The objectives of this organization are the advancement of the arts and science of structural engineering, the maintenance of high professional standards, and the furtherance of the general welfare of the membership.

ARTICLE IV

In the event of a dissolution of this organization, all net assets shall be distributed pro rata to the then members in proportion of their annual dues.

ARTICLE V

The authorized number and qualifications of members of this organization, the different classes of membership, if any; the property, voting, and other rights and privileges of each class of membership, and the liability of each or all classes to dues or assessments, and the methods of collection shall be set forth in the By-laws.

ARTICLE VI

The powers of this organization shall be exercised, its property controlled, and its affairs conducted as provided by the By-laws. The powers and duties of the Directors and Officers, the number to be chosen, and the manner in which they shall be selected shall be as set forth in the By-laws.

ARTICLE VII

The By-laws of this organization shall be adopted by the membership thereof, and thereafter be amended or repealed by such means as provided in the By-laws.

This constitution may be amended or repealed in the same manner as the By-laws provide for amending or repealing the By-laws.

BY-LAWS
of the
STRUCTURAL ENGINEERS ASSOCIATION OF
HAWAII
(Revised May 8, 2002)

ARTICLE I
ACTIVITIES

SECTION 1. The activities of this Corporation shall be those necessary and appropriate to fulfill the objectives as defined in the Constitution of the Structural Engineers Association of Hawaii.

(a) Advance the arts and science of structural engineering by: promoting engineering education; promoting the honor and dignity of the profession; enlightening the public regarding the province of the structural engineer; advancing proper legislation and opposing improper legislation affecting structural engineering practice; cultivating fellowship within its membership; and by discouraging unethical and detrimental practice.

(b) Maintain high professional standards by: affording the public confidence of the ability and integrity of its membership by establishing and promulgating professional standards and requiring that those admitted shall be of good character.

ARTICLE II
MEMBERSHIP

SECTION 1. Membership shall be held by individuals only.

SECTION 2. A member shall be a person of good character and reputation.

SECTION 3. Classes of membership. The membership shall be classified as follows:

(a) MEMBER: A MEMBER at the time of his/her admission to the Corporation shall be a registered Structural Engineer in the State of Hawaii and shall be regularly engaged in or have retired from the active practice of structural or allied engineering. He/She must be, in the opinion of the Board of Directors, qualified to practice structural engineering and to design as well as direct engineering work.

(b) Associate Member: An Associate Member at the time of his/her admission to the Corporation shall be a registered professional engineer in the State of Hawaii in a specialty other than structural engineering and shall be regularly engaged in or have retired from the active practice of structural or allied engineering. He/She must be, in the opinion of the Board of Directors, qualified to practice structural or allied engineering.

(c) Allied Members: An Allied Member shall be regularly engaged in structural or allied engineering. An Allied Member at the time of his/her admission to the Corporation shall have graduated from an approved engineering school or college or shall have had engineering education or experience which is satisfactory to the Board of Directors.

(d) Affiliate Member: An Affiliate Member at the time of his/her admission to the Corporation shall, by reason of his/her position, be qualified to cooperate with Structural Engineers in the advancement of their professional knowledge, practice, or welfare. His/Her connection with the Corporation shall cease when he/she no longer holds a position qualifying him for membership.

(e) Student Members: A Student Member at the time of his/her admission to the Corporation shall be an engineering student interested in structural engineering who is enrolled full time in an approved engineering school or college.

(f) Honorary Members: An Honorary membership may be awarded by the Board of Directors to a person who meets the following qualification:

(i) A person of acknowledged eminence in some branch of engineering in the science related thereto or

(ii) A person who has been in the active profession of Structural Engineering for 25 years or more and who, in the opinion of the Board of Directors, has contributed outstanding service to the Corporation.

(g) Life Membership: A Life membership may be awarded to a MEMBER, at the discretion of the Board of Directors. Qualifications for such membership shall require that all the following conditions be met:

The MEMBER shall:

- (i) Be a minimum of 65 years of age,
- (ii) Have been a MEMBER in good standing of this Corporation for a minimum of 20 years; or be a charter member,
- (iii) Have his/her nomination submitted to the Board of Directors by any other SEAOH MEMBER in good standing, and
- (iv) Have made a significant contribution to SEAOH such as serving as an officer or committee chairperson.

A member receiving such membership classification shall retain the class of membership held at the time of award plus the designation "Life".

SECTION 4. Members. The uncapitalized term "member" as used throughout these By-laws shall mean a person holding any grade of membership. When written "MEMBER" it shall refer only to the grade described in Subsection (a) of Section 3 of the Article II.

SECTION 5. Election to Membership. The names of the proposed members, except Student members, must be submitted to the Board of Directors with the endorsement of at least three MEMBERS of this Corporation. The names of Student members must be submitted to the Board of Directors with proof that the proposed student member is enrolled full-time in an accredited school or college of engineering. The membership of this Corporation shall receive written notices of all applications for membership.

The MEMBERS shall have a period of 1 month from the date of mailing notices of any application in which to file objections, in writing, to the election of such applicant. After the expiration of the prescribed time, the Board of Directors shall vote upon the application giving due consideration to any objections that might be received. The applicant shall be duly elected by a majority of the Board of Directors.

All applicants elected shall, after having been duly notified, pay an initiation fee and current dues. Dues for new members shall be pro-rated in a manner prescribed by the Board of Directors. If the initiation fee and dues are not paid within 3 months from the notification of election, the election shall be deemed voided.

A rejected applicant may renew his/her application for membership at any time after the expiration of 1 year from the date of the ballot rejecting his/her previous applications.

SECTION 6. Admission, Exclusion, Resignation and Inactive status of Members.

(a) All members shall be admitted into the Corporation in the manner prescribed in these By-laws.

(b) Any member so found guilty of violation of any portion of the Hawaii Revised Statutes and the Hawaii Administrative Rules of the Department of Commerce and Consumer Affairs, Hawaii Board of Registration of Professional Engineers, Architects, Surveyors, and Landscape Architects, or whose license is suspended or revoked shall be summarily dropped from membership by the Board of Directors.

(c) The Board of Directors shall consider proceedings toward the expulsion of any member:

- (i) Upon information coming to its notice, or
- (ii) Upon the written request of any MEMBER that for cause set forth a person belonging to the Corporation be expelled.

(d) The Board of Directors shall consider such case and if the circumstances appear to warrant further action, it shall advise the accused of the charges against him, who may, if he/she so desires, present a defense in person or in writing, which shall be considered at a meeting of the Board of Directors, of which he/she shall receive due notice, No member shall be expelled from this Corporation except after due notice has been given as provided in these By-laws, and then only by a two-thirds majority vote of the Board of Directors, provided a majority of the Board of Directors voted, except as provided in Subsection (b) above.

(e) Should a member be expelled from this Corporation, he/she shall not again be entitled to membership, unless the Board of Directors decide that extenuating circumstances and/or subsequent record may favor an applicant for readmission.

(f) A member of this Corporation may resign his/her membership by written communication to the Board of Directors.

(g) The Board of Directors shall consider placing a member on inactive status if evidence indicates such status is warranted. Members on inactive status shall forfeit all privileges and benefits of membership to the Corporation.

SECTION 7. Voting. Only MEMBERS who have paid the initiation fee and all dues and assessments levied by this Corporation shall be entitled to vote.

ARTICLE III DUES

SECTION 1. The initiation fee for all members shall be TEN DOLLARS (\$10.00) except that Honorary and Student members shall pay no initiation fee.

SECTION 2. The annual assessment of the Structural Engineers Association of Hawaii shall be as follows:

- (a) FIFTY DOLLARS (\$50.00) for each MEMBER, Associate Member, Allied Member, and Affiliate Member.
- (b) FIFTEEN DOLLARS (\$15.00) for each Student Member

(c) No dues for Honorary Members, Life Members, or Members on Inactive status.

SECTION 3. The deadline for the payment of annual dues shall be March 1 of every year. Any member whose dues are more than three months in arrears shall be dropped from membership.

SECTION 4. The Board of Directors may extend the time of payment of dues at its discretion.

SECTION 5. Any additional monies greater than \$500.00 required to carry on the activities of this Corporation shall be raised through special assessments. Any special assessments levied by the Board of Directors shall be referred to the MEMBERS for a letter ballot. If two-thirds of those voting vote favorably, the special assessment shall be declared carried.

ARTICLE IV ORGANIZATION

SECTION 1. The officers of this Corporation shall be a President, Vice President, Secretary, and Treasurer all of whom shall be MEMBERS. The Board of Directors shall consist of all the above officers, the immediate Past President and two other Directors-at-Large of which one of the Directors may be an Associate, Affiliate, or Allied Member.

SECTION 2. The term of office for President, Vice President, Secretary, and Treasurer shall be for one year, or until their successors are elected and qualify.

SECTION 3. The term of office for Directors shall be for two years. Each year one-half of the Directors shall be elected so that the remaining Director will carry over.

SECTION 4. The election of officers and directors shall be done as set forth in Article VII.

SECTION 5. All officers and directors shall be ineligible to succeed themselves.

SECTION 6. A vacancy in any office shall be filled by the Board of Directors and the officer so appointed shall hold office of the unexpired term or until his/her successor is duly elected, except where succession is otherwise provided in these By-laws.

SECTION 7. An Executive Secretary shall receive remuneration for services, as determined by the Board of Directors.

ARTICLE V MEETINGS

SECTION 1. Regular meetings shall be held at times and places hereafter determined by the Board of

Directors. Special meetings may be held either at the call of the President, or of the Board of Directors.

SECTION 2. Officers and Directors of the Corporation shall be installed at the Installation Banquet in January.

SECTION 3. Twenty-five percent (25%) of the MEMBERS shall constitute a quorum at any meeting of the Corporation.

Four (4) members of the Board of Directors shall constitute a quorum of the Board of Directors and a majority shall constitute a quorum of all committees.

A majority of the members present at any meeting of the Corporation of the Board of Directors, or of any committee shall be sufficient to take any action except as otherwise provided.

In the event the Board of Directors takes action contrary to the wishes of members of the Corporation, an affirmative vote of two-thirds of all MEMBERS present at a subsequent meeting of the Corporation shall be required to overrule the action of the Board.

ARTICLE VI POWERS AND RULES OF OFFICERS

SECTION 1. The President shall be the chief governing officer and shall preside at all meetings of the Corporation and of the Board of Directors. He/She shall appoint all committees and be ex officio member of all committees.

SECTION 2. The Vice President shall fulfill the duties of the President in the absence of the latter. In the event of the President's death or resignation, the Vice President shall succeed the President for the remainder of the term.

SECTION 3. The Treasurer is the responsible officer of the Corporation's finances.

SECTION 4. The Secretary shall keep an accurate record of all meetings of the Corporation and the Board of Directors. The Secretary shall be the secretary of the Corporation and the Board of Directors; shall keep a book of minutes of all meetings of the directors and members; shall keep the notices of all meetings of the Board of Directors and of the members as provided in these By-laws; and shall direct the Executive Secretary.

SECTION 5. The Executive Secretary is the administrative officer in charge of the Corporation office and its staff. His/Her office shall maintain financial, membership, and general records, and shall operate under the direction of the SEAOH Board of Directors.

SECTION 6. It shall be the duty of the Board of Directors to perform all administrative functions of the Corporation not otherwise delegated herein.

ARTICLE VII NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS

SECTION 1. Each year the President shall appoint a Nominating Committee which shall consist of the Immediate Past President as chairman, and a minimum of two MEMBERS and two other members.

SECTION 2. The Nominating Committee shall be appointed not later than July 1 of each year. Its nominations shall be published in the Corporation's Bulletin announcing the September meeting and it shall also present them to the membership at the September general meeting. Additional nominations may be presented from the floor at this meeting. All members nominated shall have current dues paid as of June 1 of that year.

SECTION 3. Voting for officers and directors shall be done by secret letter ballot only. Only those votes received by a date to be designated by the Nominating Committee shall be counted. The votes shall be counted prior to the publication of the Corporation's October Bulletin. The results shall be announced in the Corporation's October Bulletin and the elected officers shall take office as of the following January 1.

SECTION 4. The candidates receiving the highest number of votes shall be declared elected.

SECTION 5. In the event of a tie between two or more candidates for the same office, the Board of Directors shall immediately cast a secret ballot to select one of the candidates for whom the vote is a tie.

SECTION 6. The appointment of Delegates to represent the Corporation on the National Council of Structural Engineer Associations shall be made by the Board of Directors of the Corporation. The appointed Delegates shall be MEMBERS of the Corporation.

SECTION 7. If an elected officer is unable to take office, the Board of Directors shall appoint a MEMBER to serve in the vacant position.

ARTICLE VIII STANDING COMMITTEES

SECTION 1. The Standing Committees of this Corporation shall be:

Building Codes	Education
Program	Legislative
Membership	Computer Applications
Disaster Response	Annual Convention

SECTION 2. The President may appoint any other committees at his/her discretion. Additional Standing Committees may be created or existing committees eliminated by the Board of Directors.

SECTION 3. The membership and number serving on Committees shall be at the discretion of the President.

SECTION 4. The presence in person or by proxy of a majority of the members of a committee shall constitute a quorum for the transaction of the business of the committee.

ARTICLE IX AMENDMENTS

SECTION 1. Power of Numbers. Except as otherwise provided by law, the Constitution of the Structural Engineers Association of Hawaii or by the By-laws, By-laws may be adopted, amended, or repealed by the vote or written assent of two-thirds of the MEMBERS entitled to vote who vote on the question.

SECTION 2. By-law changes shall be initiated by a petition signed by at least five eligible voters or 10 percent of the eligible voters, whichever is greater, or the Board of Directors.

SECTION 3. Proposed By-law changes shall be sent in writing to all MEMBERS at least 15 days before voting thereon takes place.

SECTION 4. Voting on changes to the By-laws and Constitution shall be secret letter ballot; or by a presence in person or by proxy of a majority of MEMBERS present at the Corporation's general membership meeting at which the membership has been duly notified that the proposed By-law changes will be placed up for vote.

ARTICLE X MISCELLANEOUS

SECTION 1. Rules of Order. The rules contained in "Roberts' Rules of Order, Revised" shall govern the Corporation in all cases to which they are applicable and in which they are not inconsistent with law, the Constitution of Incorporation or By-laws or any special rules of order of the Corporation adopted by the Board of Directors.

SECTION 2. Expenditure of Funds. No money or other thing of value of the Corporation shall be authorized to be paid, transferred or incurred or entered into and no authority given to pay or incur any obligation in the name of or on behalf of the Corporation, beyond the cash actually on hand.

SECTION 3. Inspection of By-laws. The Corporation shall keep in its principal office for the transaction of business the original or a copy of the By-laws as amended or otherwise altered to date, certified by the Secretary which will be open to inspection by members at all reasonable times during office hours.

SECTION 4. Checks, Drafts, etc. All checks, drafts or other order for payment of money, notes or other evidences of indebtedness, issued in the name of or payable to the Corporation, shall be signed or endorsed by such person or persons and in such manner as, from time to time, shall be determined by resolution of the Board of Directors.

SECTION 5. Contracts, etc., how executed. The Board of Directors, except as in the By-laws otherwise provided, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances; and unless so authorized by the Board of Directors, no officer, agent, or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable for any purpose or to any amount.

SECTION 6. Code of Ethics. In order to encourage a high degree of ethical conduct, the Board of Directors shall maintain a Code of Ethics to govern the practice and conduct of its members.

**CODE OF ETHICS FOR ENGINEERS
STRUCTURAL ENGINEERS ASSOCIATION OF
HAWAII
(Adopted October 7, 1994)**

Foreword

Honesty, justice, and courtesy form a moral philosophy which constitutes the foundation of ethics. The engineer should recognize such a standard, not in passive observance, but as a set of dynamic principles guiding his/her conduct and way of life. It is his/her duty to practice his/her profession according to this Code of Ethics. As the keystone of professional conduct is integrity, the engineer will discharge his/her duties with fidelity to the public, his/her employers, and clients, and with fairness and impartiality to all. It is his/her duty to interest himself/herself in public welfare, and to be ready to apply his/her special knowledge for the benefit of mankind. He/She should uphold the honor and dignity of his/her profession and also avoid association with any enterprise of questionable character. In his/her dealings with fellow engineers he/she should be fair.

Professional Life

Sec. 1. The engineer will cooperate in extending the effectiveness of the engineering profession by interchanging information and by contributing to the work of engineering societies, schools, and the scientific and engineering press.

Sec. 2. The engineer will not advertise in a false or deceptive manner.

Relations With the Public

Sec. 3. The engineer will endeavor to extend public knowledge of engineering and will discourage the spreading of untrue, unfair, and exaggerated statements regarding engineering.

Sec. 4. He/She will have due regard for the safety of life and health of the public and employees who may be affected by the work for which he/she is responsible.

Sec. 5. When serving as a witness before a court, commission or other tribunal, he/she will express an opinion only when it is founded on adequate knowledge and honest conviction.

Sec. 6. He/She will not issue statements, criticisms, or arguments on matters connected with public policy which are paid for by private interests, unless he/she indicates on whose behalf he/she is making the statement.

Relations With Clients and Employers

Sec. 7. The engineer will act in professional matters for each client as a faithful agent.

Sec. 8. He/She will act with fairness and justice between his/her client and the contractor when dealing with contracts.

Sec. 9. He/She will make his/her status clear to his/her client or employer before undertaking an engagement if he/she may be called upon to decide on the use on inventions, apparatus, or any other thing in which he/she may have a financial interest.

Sec. 10. He/She will present clearly the consequences to be expected from deviations proposed if his/her engineering judgment is overruled by non-technical authority in cases where he/she is responsible for the technical adequacy of engineering work.

Sec. 11. He/She will engage, or advise his/her client or employer to engage, and he/she will cooperate with, other experts and specialists whenever the client's or employer's interests are best served by such service.

Sec. 12. He/She will disclose no information concerning the business affairs of clients or employers without their consent.

Sec. 13. He/She will not accept compensation, financial or otherwise, from more than one interested party for the same service, or for services pertaining to the same work, without the consent of all interested parties.

Sec. 14. He/She will not accept commissions, directly or indirectly, from contractors dealing with his/her client or employer in connection with work for which he/she is responsible.

Sec. 15. He/She will not be financially interested in the bids as or of a contractor on competitive work for which he/she is employed as an engineer unless he/she has the consent of his/her client or employer.

Sec. 16. He/She will promptly disclose to his/her client or employer any interest in a business which may compete with or affect the business of his/her client or employer. He/She will not allow an interest in any business to affect his/her decision regarding engineering work for which he/she is employed or which he/she may be called upon to perform.

Relations With Engineers

Sec. 17. The engineer will endeavor to protect the engineering profession from misrepresentation and misunderstanding.

Sec. 18. He/She will take care that credit for engineering work is given to those to whom credit is properly due.

Sec. 19. He/She will endeavor to provide opportunity for the professional development and advancement of engineers in his/her employ.

Sec. 20. If he/she considers that an engineer is guilty of unethical, illegal, or unfair practice, he/she will present the information to the proper authority for action.

Sec. 21. He/She will exercise due restraint in criticizing another engineer's work in public, recognizing the fact that the engineering societies and the engineering press provide the proper forum for technical discussions and criticism.

Sec. 22. The engineer will establish financial relationships with clients and with other engineers based on his/her obligation to discharge his/her duties with fidelity to the public, to his/her clients, to his/her employers and to his/her employees. At no time shall

the engineer's impartiality or dedication to safety and service be compromised in the interest of financial gain.

Sec. 23. The engineer may review the work performed by another engineer for the same client, or for a different client, only after notification is given to the other engineer.

Sec. 23a. The engineer need not notify the other engineer that he/she is reviewing the work when:

- (1) The review is conducted by government regulatory bodies, such as building inspection departments, agency staff engineers, etc., as part of a regular procedure in design and construction;
- (2) the case is in litigation and the other engineer is one of the parties involved;
- (3) the competency of the other engineer is under investigation by a duly authorized government agency and where an independent confidential review by another engineer is required.

Sec. 23b. Except when the engineer is not required to inform the other engineer, he/she shall inform the other engineer of any differences of opinion in the reviewed work in all cases where his/her review is not required to be confidential due to the expressed stipulation by his/her clients and/or on advice of counsel.

Sec. 24. He/She will not become associated in responsibility for work with engineers who do not conform to ethical practices.



STRUCTURAL ENGINEERS ASSOCIATION OF HAWAII MEMBERSHIP APPLICATION



Name: _____		
Last	First	Middle Initial(s)
Date of Birth: _____ (Used to determine eligible Life Members)		
Graduate of: _____		Year: _____
College/University		
Degree Earned: _____		Major: _____
Licensed Structural Engineer? _____		License: _____
State		Number
Licensed Civil Engineer? _____		License: _____
State		Number

Section A – Company Information

Company Name: _____			
Work Address: _____			
Street	Suite		
City	State	Zip	
Work Phone: _____		Fax Number: _____	
E-mail Address: _____		Company URL: _____	
		Yes	No
I consent to have the information in this section (Section A) listed in the SEA OH Website Member Directory. (Note: Each member is responsible for the accuracy of the information shown on the SEA OH Website and shall notify the Membership Committee Chairperson of any corrections, changes or updates to their listing.)		<input type="checkbox"/>	<input type="checkbox"/>

Section B – Mailing & E-mail Addresses (Fill in only if you prefer **not** to be notified through your Company)

Mailing Address: _____			
Street	Apt		
City	State	Zip	
Phone: _____		Email Address: _____	

Would you like to receive SEA OH Publications?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you want to be on our notification list for Golf?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	SEA OH has setup up an e-mail notification system to notify its members of upcoming events, seminars and programs. This system reduces mailing costs. In lieu of postal mail notification do you prefer to have SEA OH notices sent to you via your e-mail address?
Do you want to be on our notification list for Tennis?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Endorsement: (Three "MEMBERS" of SEAOH as defined in the By-Laws)

1st	_____	_____
	Name	Signature
2nd	_____	_____
	Name	Signature
3rd	_____	_____
	Name	Signature

Grade of Membership Desired:

- MEMBER (\$50): Licensed Structural Engineer in the State of Hawaii.
- Associate Member (\$50): Licensed Professional Engineer in the State of Hawaii in a specialty other than structural engineering.
- Allied Member (\$50): Graduate from an approved engineering school and regularly engaged in structural or allied engineering.
- Affiliate Member (\$50): Qualified to cooperate with Structural Engineers in the advancement of their professional knowledge, practice, or welfare.
- Honorary Member (\$0): Awarded by SEAOH Board of Directors.
- Student Member (\$15): Engineering student interested in structural engineering who is enrolled full-time in an approved engineering school.

Dues & Initiation Fee:

Annual dues for each grade of membership are as shown above. Dues and an initiation fee of \$10.00 shall be made payable to SEAOH **after** the applicant is notified of acceptance by the Board of Directors. (Dues assessment shall be prorated based on the quarter the new member is accepted.)

YOU MUST SIGN BELOW TO PROCESS YOUR APPLICATION:

I hereby agree to abide by the Constitution and By-Laws, and Code of Ethics of the Structural Engineers Association of Hawaii.

Signature

Date

RETURN THIS COMPLETED FORM TO:

Structural Engineers Association of Hawaii
P.O. Box 3348
Honolulu, HI 96801