

**Operating Procedures for the
North Dakota
Society**



**of
Professional
Engineers**

(Proposal dated Feb 05, 2007)

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OPERATING PROCEDURES

OP No. 1 – MEMBERSHIP

Section 1. Membership applications may be received at either the State Society or National Society of Professional Engineers (NSPE). If submitted to the State Society, the secretary will review the application for eligibility and, if eligible, the application will be forwarded to NSPE.

Section 2. Membership in the State Society imposes the obligation to uphold the honor and dignity of the engineering profession. It is therefore required of members to be familiar with ethical and legal standards, to observe them, to aid in preventing violations by others and to be familiar with the State Society's policies and procedures relating to handling of alleged violations.

Section 3. Violation of the State Society Bylaws, NSPE Bylaws, the Code of Ethics, or criminal conviction shall be considered as just cause for discipline as hereinafter provided.

Section 4. The classes of membership shall be as follows:

- a. Licensed Member Grades
 1. Licensed Member
 2. Licensed Life Member
 3. Licensed Retired Member
- b. Member
- c. Fellow Member
- d. Honorary Member
- e. Student Member

Section 5. Membership Qualifications

- a. Licensed Member Grades
 1. Licensed Member - A Licensed Member shall be defined as a person holding a valid license or certificate of registration as a professional engineer, issued under the laws of any state, territory, possession, or district of the United States, or a province, or territory of Canada; or the equivalent under the laws of any country.
 2. Licensed Life Member - A Licensed Life Member shall be defined as a person holding a valid license or certificate of registration as a professional engineer, issued under the laws of any state, territory, possession, or district of the United States, or a province, or territory of Canada, or the equivalent under the laws of any country; and whose status had been changed to Licensed Life Member status. A Licensed Life Member shall be given an option in writing to contribute to NSPE annually. Application for status as a Licensed Life Member may be made personally, by the Member's Chapter, or by the State Society, and shall be approved by a majority of the Board of Directors. The requirements for Licensed Life Member status are as follows:
 - a. Shall have been a Member of the State Society, above student grade, in good standing

for a continuous period of at least 40 year, or

- b. Shall have retired from the active practice of professional engineering and is working no more than 20 hours per week, is at least 60 years of age, and has been a member in good standing for a continuous period of at least 30 years
3. Licensed Retired Member - Licensed Retired Members shall pay one-half Licensed Member dues of the State Society. The application for Licensed Retired Member status can be made personally, by the Member's Chapter, or by the State Society.

The requirements for Licensed Retired Member status are as follows:

1. A Licensed Retired Member shall be defined as a person who has held a valid license or a certificate of registration as a professional engineer, issued under the laws of any state, territory, possession, or district of the United States, or a province or territory of Canada, or the equivalent under the laws of any country; and whose status had been changed to Licensed Retired Member status, and who obtained and retained a valid license or certificate of registration, while in active practice as a professional engineer, until retirement.
 2. Shall be retired from full-time employment as a professional engineer and engaged in less than 20 hours of professional engineering per week and shall be at least 60 years of age and has paid dues for the 10 consecutive years preceding application for Licensed Retired Member status.
- b. Member - A Member shall be defined as a person who is:
1. A certified engineer-in-training (Engineer Intern), or the equivalent under the laws of the United States, Canada, or other country, or
 2. A graduate engineer who has graduated from an engineering curriculum accredited by the Accreditation Board for Engineering and Technology (ABET); or has graduated from an engineering curriculum which is accredited by ABET within six years after graduation; or has a graduate engineering degree from a college or university which has one or more undergraduate engineering curricula accredited by ABET. For a graduate of an engineering curriculum in a foreign country, the applicant shall possess educational background equivalent to that attained from an engineering curriculum accredited by ABET.
 3. A Member shall advance to the Licensed Member grade as soon as eligible by licensing or registration.
- c. Fellow Member – A Fellow shall be a Licensed Member and approved by a peer review of Fellows. The peer review shall take into account, but not be limited to, such considerations as professional status and outstanding service to NSPE, the engineering profession and the public.
- d. Honorary Member – An individual, whose knowledge and accomplishments deserve special recognition for that individual's outstanding contributions to the engineering profession and or the public good. An Honorary Member shall not have voting privileges, may not hold office, and shall pay no dues. An honorary membership shall only be awarded upon the approval of two-thirds of the Board of Directors.

- e. Student Member – A Student Member is a person who is enrolled in an ABET accredited engineering program or an engineering or pre-engineering program that leads to engineering licensure, and is carrying at least 12 credit hours. A full-time graduate student in engineering may choose any grade of membership, for which eligible, including Student Member. A Student Member does not have voting privileges and may not hold any State Society Office.

OPERATING PROCEDURES

OP No. 2 – DUES

Section 1. Dues become due and payable January 1 of each year, or as otherwise determined by the NSPE Board of Directors.

Section 2. The NSPE Board of Directors shall set the annual dues for membership in the State Society, as well as the annual dues for membership in chapters and practice divisions.

Section 3. Members admitted for the first time and paying full dues shall receive services as follows:

- a. Members admitted between January 1 and June 30 – for the remainder of the current calendar year.
- b. Members admitted between July 1 and December 31 -- for the remainder of the current calendar and for the following calendar year.

Section 4. NSPE shall collect annual dues, unless directed otherwise by the NSPE Board of Directors. If the State Society or chapter collects dues, the appropriate state official shall transmit to NSPE the national dues collected for that organization, on a monthly basis.

Section 5. If the dues of any member remain unpaid on the due date, said member shall be listed as "delinquent" and shall be dropped from the membership rolls of the State Society if unpaid for a period of 90 days. Payment of delinquent dues must accompany the request of such person for readmission for the current year.

Section 6. A member shall become eligible for Honorary, Life or Retired membership status, with waiver or reduction of dues after meeting the requirements as set forth by the NSPE Bylaws.

Section 7. Dues may be waived for a period of one year in hardship circumstances, including unemployment. The member's State Society and the NSPE Executive Director shall approve application for a waiver of dues. Such application, if approved by the State Society, shall be submitted to NSPE for approval of the waiver of any NSPE dues.

Section 8. Upon receipt of a bachelor's degree in engineering, Student Members in good standing shall be advanced without filing an application to the next higher membership grade for which qualified, except that graduate students may retain Student Membership by written request to the State Society.

Section 9. The dues for membership in the State Society shall be as follows:

Licensed Member	\$75.00 plus National Dues
Licensed Life Member	\$0.00 and no National Dues
Licensed Retired Member	\$35.00 plus one-half of National Dues
Member	\$25.00 plus National Dues
Honorary Member	\$0.00

Student Member	\$ 5.00 plus National Dues
Fellow Member	Pay dues in category to which the member belongs (i.e., Licensed Member, Licensed Life Member, Licensed Retired Member)

Section 10. Dues include a year's subscription to the official publications of the State and National Society.

Section 11. The amount of the State Society dues, to be paid to each Chapter, for each paid up member as of March 1, shall be determined by the State Society at an annual meeting. The State Society shall pay to each chapter, for each paid up member as follows:

Licensed Member	\$8.00
Licensed Life Member	\$0.00
Licensed Retired Member	\$4.00
Member	\$3.00
Honorary Member	\$0.00
Student Member	\$2.50
Fellow Member	Amount of category to which the member belongs (i.e., Licensed Members, Licensed Life Member, Licensed Retired Member)

Section 12. After 5 years of continuous membership, an application for waiver of one-half dues, and after 10 years, an application of waiver of full dues, because of disability of a total and permanent nature, may be made by a member in writing. Such application shall be approved by the Chapter, and the State Society, and submitted to the National Society for final approval.

Section 13. A separate five (5) dollar voluntary assessment for authorized Practice Divisions shall be included in the annual state membership dues billing. Funds obtained from this assessment shall be returned to the Secretary-Treasurer of the State Society, who shall be the custodian of all Practice Division funds, the expenditure of which shall be subject to the approval of the Practice Division Executive Committee, or the North Dakota Society of Professional Engineers (NDSPE) Board of Directors where no Practice Division has been authorized.

OPERATING PROCEDURES

OP No. 3 – STUDENT CHAPTERS AND AFFILIATED GROUPS

Section 1. The NDSPE Board of Directors may authorize and issue charters for student chapters at approved engineering colleges or institutes of technology. Rules and regulations for the organization and operation of student chapters shall be determined by the NDSPE Board of Directors and shall be designated according to the policies of NSPE.

- a. Each student chapter shall have a faculty adviser who shall wherever possible be a member of the State Society. The student chapter adviser shall be appointed by the State Society, through the local chapter concerned, on the recommendation of the dean of the college or school involved.
- b. Each student chapter shall have a liaison officer from the sponsoring chapter who shall not be directly affiliated with the college or school involved. The sponsoring chapter shall appoint the liaison officer.
- c. The currently recognized student chapters include the following:
 1. Bismarck State College
 2. North Dakota State University
 3. University of North Dakota

Section 2. Affiliated groups may be established with approval of the NDSPE Board of Directors. The purpose of such affiliations shall be to assist in promoting the best interests of the professional engineer and the State Society and shall be defined in a charter agreement establishing the affiliation. The affiliated group shall be responsible to the NDSPE Board of Directors for fulfilling the actions defined in the charter.

OPERATING PROCEDURES

OP No. 4 – BOARD OF DIRECTORS

- Section 1. The NDSPE Board of Directors shall have the direction and general supervision of all matters pertaining to the State Society. It shall adopt and monitor a budget and cause the accounts of the treasurer, and any specifically designated committees, to be audited not less than once a year.
- Section 2. The NDSPE Board of Directors shall provide for and superintend the publication and distribution of all proceedings or transactions of the State Society and shall have authority to appoint an editor and publish an official periodical for the State Society. This publication can be made and distributed by mail or electronic methods, and shall be posted and updated on the State Society web site on a regular basis.
- Section 3. A simple majority of the NDSPE Board of Directors members and the designated proxies shall constitute a quorum. If either a Chapter President or a Practice Division Chair is unable to attend or participate in any NDSPE Board of Directors Meeting, that person shall select a Licensed Member, a Licensed Life Member, a Licensed Retired Member, or a Member to serve as a proxy to attend or participate in the NDSPE Board of Directors Meeting. If possible, the member selected as a proxy for the Chapter President should be a Chapter Officer from the President's Chapter. If possible, the member selected as a proxy for the Practice Division Chair should be a member of the Chair's Practice Division. NDSPE Board of Directors Members or designated proxies shall be limited to one vote on any issue brought before the Board of Directors. An affirmative vote by a majority of the NDSPE Board of Directors Members and designated proxies present at a regular or duly called meeting shall be required to pass any motion consistent with the Bylaws and Operating Procedures of the State Society.
- Section 4. NDSPE Board of Directors designees shall attend chapter meetings for the purpose of inquiring into the condition of the profession and to improve the communication between the chapter membership and the State Society.
- Section 5. The NDSPE Board of Directors shall hold a regular meeting at the time of the Annual Meeting and at least once each quarter thereafter. It shall hold special meetings at the call of the President or on the petition of 25 percent of the directors.
- Section 6. A notice of each meeting of the NDSPE Board of Directors shall be transmitted in writing to each member of the NDSPE Board of Directors at the member's last recorded address at least 10 days prior to the scheduled date thereof. An agenda and copy of each report and resolution, which are to be considered at such meetings, shall accompany the notice of the meeting and no other matters shall be considered at such meetings without the consent of the majority of the members of the NDSPE Board of Directors in attendance.

OPERATING PROCEDURES

OP No. 5 – BALLOTS OF THE BOARD OF DIRECTORS

- Section 1. The president may at any time direct the secretary to submit any question to the members of the NDSPE Board of Directors by means of a letter or electronic ballot.
- Section 2. Upon direction of the majority of the members of the NDSPE Board of Directors present at any meeting, where less than all members of the NDSPE Board of Directors are present, the secretary shall submit any question to the members of the NDSPE Board of Directors by means of a letter or electronic ballot.
- Section 3. In the event of any meeting at which less than all members of the NDSPE Board of Directors are present and the majority vote on any question constitutes less than a majority of all members of the NDSPE Board of Directors, any member of the NDSPE Board of Directors may direct the secretary to submit the question to all members of the NDSPE Board of Directors by means of a letter or electronic ballot.
- Section 4. A majority of all votes received within 15 days of the mailing of the ballots shall decide the question, provided votes are received from at least two-thirds of the total membership of the NDSPE Board of Directors.
- Section 5. The Secretary shall record as a part of the minutes of the appropriate meeting the data concerning each letter ballot, including the dates of the mailing and the return of the ballots, and the names and votes of all members voting. The secretary shall notify all members of the NDSPE Board of Directors of the results within three weeks of the date of the original action.

OPERATING PROCEDURES

OP No. 6 – OFFICERS

- Section 1. President -- The president shall preside at all meetings of the State Society and of the NDSPE Board of Directors; shall be ex-officio, a member of all committees; shall appoint chairs and members of all committees; and have general direction of the business of the State Society.
- Section 2. President-Elect -- The President-Elect shall act as President in the President's absence, and shall undertake assignments at the request of the President or the NDSPE Board of Directors. The principal activity of the President-Elect shall be an assessment of the State Society, and the development of plans for the following year.
- Section 3. Vice President -- The Vice President shall have such duties as the President or NDSPE Board of Directors may assign. In the absence of, or in case of the inability of the President and President-Elect to serve, it shall be the duty of the Vice President to perform all the duties of the President.
- Section 4. Treasurer -- It shall be the duty of the Treasurer to protect all money and records of account of the State Society, make an annual report of receipts and disbursements to the State Society; give such security, to secure the faithful discharge of duties as may be determined from time to time by the NDSPE Board of Directors. The fee for security shall be paid out of the treasury of the State Society. At the expiration of the term of office, all books, papers, and money belonging to the State Society shall be turned over to the successor treasurer, who shall give the preceding treasurer a receipt therefore.
- Section 5. Secretary -- The Secretary shall record proper proceedings of meetings and perform such duties as are required by law, or assigned by the NDSPE Board of Directors.
- Section 6. NSPE Delegate --The Delegate to the House of Delegates shall attend and represent the State Society at the NSPE House of Delegates Assembly and represent the State Society in all other matters of the House of Delegates. The Delegate shall report actions taken by the House of Delegates to the NDSPE Board of Directors and shall consult with the NDSPE Board of Directors on a regular basis to properly represent the wishes of the State Society before the House of Delegates.

OPERATING PROCEDURES

OP No. 7 – COMMITTEES

Section 1. The Standing Committees of the State Society shall be as set forth by the NDSPE Board of Directors. The following committees should be considered:

Awards
Budget
Bylaws, Operating Procedures and Ethics
Education
Legislative
Membership
Nominations
Professional/Relations
Publications

The NDSPE Board of Directors in determining the establishment or continuance for each committee, or any special ad-hoc committee or member task force, shall review at least annually the purpose, intent, objective and relevance for each as it serves the betterment of the State Society.

Section 2. Each of the standing committees shall consist of members appointed annually by the President, who shall also designate the chair of each committee. The Practice Divisions may appoint such committees as are necessary to carry on their activities.

Section 3. Each standing committee shall inform the NDSPE Board of Directors of its activities at least once each year, or as otherwise directed by the President.

Section 4. The President shall appoint such other special committees as may be desirable for the conduct of the business of the State Society.

Section 5. No committee shall commit the State Society without specific authorization from the Board of Directors.

Section 6. Committee structures and duties:

a. Awards Committee. The Awards Committee shall consist of not less than five (5) members. The Awards Committee shall make recommendations to the Executive Committee for the Elwyn F. Chandler Award, according to the following criteria:

1. The award shall be made in recognition of some outstanding engineering structure, design, research, or contribution to the advancement of the engineering profession, which was completed, preferably within the past three years.
2. The award shall consist of a plaque or a scroll.
3. The award may be made annually.
4. The award may be made only to a Licensed Member, Licensed Retired Member, Licensed Life Member, or Fellow Member of the North Dakota Society of Professional Engineers who is a

legal resident of North Dakota, regardless of the geographical location of the achievement.

5. The Awards Committee shall submit the name of the nominee to the Executive Committee at least fourteen days prior to the Annual Meeting for final approval or disapproval. If the Executive Committee approves the nominee, the Awards Committee shall immediately notify the nominee of the selection and request that person's attendance at the Annual Meeting, and to provide all data for the Meeting to the nominee.
 6. The Awards Committee, with the approval of the NDSPE Board of Directors, shall be responsible for making any other awards or citations, which may be established or authorized by the State Society.
- b. Budget Committee: The Budget Committee shall consist of not less than three (3) members. The duties of the Budget Committee shall be as follows:
1. To prepare and present to the NDSPE Board of Directors for its approval, a budget for the control of the expenditures of the State Society.
 2. To make an annual audit of the fiscal records of the State Society at the close of the year and make a report thereof to the State Society, at the annual meeting, after the audit.
 3. To study the financial structure of the State Society and recommend to the NDSPE Board of Directors ways and means of improving the financial condition of the State Society.
 4. To conduct the annual audit of the North Dakota MATHCOUNTS program and the North Dakota Society of Professional Engineers Education Foundation program, review its financial status, ensure proper bonding coverage exists, and to coordinate the submittal of their annual budget to the State Society.
- c. Bylaws, Operating Procedures (OP) and Ethics Committee. The Bylaws, OP and Ethics Committee shall consist of not less than five (5) members. The duties of the Committee shall consist of the following:
1. To maintain a continuing study of the Bylaws and OP of this State Society and the application of the provisions thereof.
 2. To receive and initiate proposed amendments to the Bylaws and OP of the State Society.
 3. To study carefully all suggestions for revisions of the Bylaws and OP.
 4. To study the Bylaws and OP of the National Society and make recommendations to the Board of Directors when a variance is found with the Bylaws and OP of the State Society.
 5. To maintain a liaison with the North Dakota State Board of Registration for Professional Engineers and Land Surveyors on all matters pertaining to ethics.
 6. To investigate any charges of unprofessional conduct and report the same to the Board of Directors for action.
- d. Education Committee. The Education Committees shall consist of not less than three (3) members. The duties of the Education Committee shall be as follows:

1. To promote establishment of professionally oriented, as well as research oriented, curriculum tracks at the universities in the State.
 2. To promote provision of adequate human and material resources for the educational system in the State.
 3. To promote engineering student professional involvement and development.
 4. Coordinate and assist the activities of the State and Chapters in providing continuing education programs.
 5. Actively solicit donations from the membership of the State Society for the NDSPE Education Foundation.
- e. Legislative Committee. The Legislative Committee shall consist of not less than five (5) members. To insure adequate continuity of the program of this committee, at least two members of this committee shall be appointed from the membership of the preceding year's committee. The duties of the Legislative Committee shall be as follows:
1. To draft, initiate, and sponsor any state legislation desired by the profession with the approval of the Board of Directors.
 2. To confer with other professions and enlist their cooperation in legislative measures of mutual interest or concern.
 3. To study any national and state legislation affecting the profession and advise the Board of Directors thereon, and take appropriate action in accordance with the directive or policies of the Board of Directors.
- f. Membership Committee. The Membership Committee shall consist of the President-Elect as Chair and the Chapter Presidents from each of the Chapters. The duties of the Membership Committee shall be as follows:
1. To bring the purposes and program of this State Society before the entire profession in order to enlist endorsement and support of and encourage affiliation with the State Society.
 2. To receive applications for membership and approve or disapprove all candidates for membership in accordance with Bylaw 1.
 3. To insure continuation of membership by assisting the officers in the collection of dues.
 4. To make special studies of the problems facing all members and to make the necessary recommendations to the appropriate committee or to the Board of Directors.
 5. To foster professional concepts in engineering interns, Affiliated Members, and Associate Members.
- g. Nominations Committee. The structure and duties of the Nominations Committee shall be as specified in Bylaw 6.
- h. Professional Relations Committee. The Professional Relations Committee shall consist of not less than three (3) members. The duties of the Professional Relations Committee shall be to work

with other professional organizations and associations on subjects or problems that are of mutual interest to the entities.

- i. **Publications Committee.** The Publications Committee shall consist of the Secretary-Treasurer or Executive Secretary, as designated by the NDSPE Board of Directors, and the Chapter Secretaries. The duty of the Publications Committee shall be to assemble the material for and supervise the publications of the State Society.
- j. **Public Relations Committee.** The Public Relations and Education Committee shall consist of not less than five (5) members. The duties of the Public Relations and Education Committee shall be as follows:
 1. To conduct a planned publicity campaign through newspapers and other recognized media to cultivate a favorable reception from the public on behalf of the engineering profession.
 2. To inform the public on the high qualifications of the engineer, the importance of engineering services to human progress, the requirements of registration, proper methods of selecting engineering services, and the desirability of appointing engineers in public councils and in executive and administrative positions.
 3. To educate engineers and the public as to the meaning and proper use of the term "Professional Engineer".
 4. To secure for the profession its rightful place in social and economic readjustment planning.
 5. To inform young people of the opportunities in the field of engineering.
 6. To encourage promising young people to study engineering in our educational institutions and to follow engineering as a career.

OPERATING PROCEDURES

OP No. 8 – PRACTICE DIVISIONS

- Section 1. Practice Divisions, comprised of members having common professional interests, shall operate under the Bylaws of the State Society. Operating Rules and any changes thereto must have the approval of the NDSPE Board of Directors before becoming effective. The Board of Directors may create or dissolve a practice division after conducting a hearing on the need for such action. The President may appoint a committee to conduct the affairs of the practice divisions.
- Section 2. The Practice Divisions shall provide effective forums for discussion and united action for members grouped according to type of professional employment. The goal of practice divisions shall be improved professional recognition, improved conditions of employment, and other matters of mutual benefit.
- Section 3. Membership in each Practice Division shall be limited to members of the State Society, except as specifically provided for in the Rules of the division.
- Section 4. The officers of each Practice Division shall include a chair, chair-elect, the immediate past chair, and such other officers as determined by the division and approved by the Board of Directors.
- Section 5. 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 NDSPE Board of Directors.
- Section 6. The officers shall constitute the practice division executive board.
- Section 7. When considered necessary for promoting or forwarding its special objectives, any practice division may establish a fund for that purpose, to be maintained in the treasury of the State Society. Such funds may be obtained through dues and/or assessment of its own members; or by other means, which are authorized by the NDSPE Board of Directors. The treasurer of the State Society shall be the custodian of all practice division funds, the expenditure of which shall be subject to the approval of the officers of the division.
- Section 8. Minutes shall be kept and filed for all meetings of practice divisions and the division executive board. An annual report outlining the division's activities for the year, including financial statement and officers, shall be made to the NDSPE Board of Directors.
- Section 9. All actions by Practice Divisions shall be consistent with the policies of the State Society.
- Section 10. Practice Divisions serving the Society shall be as follows:
Professional Engineers in Construction
Professional Engineers in Higher Education
Professional Engineers in Government
Professional Engineers in Industry
Professional Engineers in Private Practice

OPERATING PROCEDURES

OP No. 9 – DISCIPLINE

- Section 1. Charges or complaints of alleged violations of the Code of Ethics or of laws and regulations governing the profession may be filed in writing by anyone having factual knowledge of the matters; charges concerning the NSPE Bylaws or State Society Bylaws shall be filed by a member in good standing. Each member is responsible to render written reports of factual knowledge of alleged violations of the Code of Ethics. Such charges shall be filed with the Secretary of the State Society.
- Section 2. Violation of the State Society Bylaws and OP, the Code of Ethics, or for conviction of a felony, shall be considered as just cause for discipline as hereinafter provided.
- Section 3. The Bylaws, OP and Ethics Committee shall conduct an initial informal investigation of alleged violations. When such informal investigations indicate that a formal investigation is advisable, the State Society president shall direct the Bylaws, OP and Ethics Committee to conduct a formal investigation and recommend whether or not a hearing is warranted.
- Section 4. Hearings will be conducted by a Hearing Commission of not less than three past presidents, appointed by the president, which shall render a decision in the matter.
- Section 5. The accused shall have the right to appeal the decision to the NDSPE Board of Directors, in which case the Hearing Commission members who sat earlier shall not participate in the appeal proceedings.
- Section 6. A two-thirds vote of the NDSPE Board of Directors in an appeal shall be necessary to a finding sustaining a charge or charges. Thereafter the penalty shall be determined by majority vote.
- Section 7. Disciplinary action may be taken by the State Society against a member who resigns his membership after charges of unethical conduct have been filed against such member, in which case the former member shall have the same rights of defense and procedure as prescribed for members in good standing. In the case of resigned members, the State Society may issue a notice of censure or prescribe that the State Society records show that such member shall not be eligible for membership for a stipulated number of years, or indefinitely, or both, and may publish its findings.
- Section 8. If a professional engineer is charged who is not a member, the accused will be advised of the charges and offered the service of the State Society in investigating and adjudicating the charges. If the person charged consents, the case will be handled in the established manner.
- Section 9. The person who filed the charges will be notified of the final decision and it shall be published in the official publication of the State Society unless the NDSPE Board of Directors shall have determined that justice is better served by withholding publication.
- Section 10. The NDSPE Board of Directors shall adopt and publish a policy and procedures to govern the handling of disciplinary matters. The procedures shall provide for due process, for representation by counsel, for cooperation and exchange of information with and recommendations to the North Dakota State Board of Registration for Professional Engineers and Land Surveyors, for recording and disposition of records, for use of advisory counsel by the State Society and for cooperation with other state societies and the National Society of Professional Engineers.