

**RULES OF GOVERNANCE AND OPERATION  
OF THE  
PROFESSIONAL ENGINEERS IN  
HIGHER EDUCATION (PEHE)**

**A INTEREST GROUP (Previous Practice  
Division) OF THE  
NATIONAL SOCIETY OF  
PROFESSIONAL ENGINEERS**

**I. NAME**

- I.1. The name of the Interest Group shall be the Professional Engineers in Higher Education, hereinafter referred to as PEHE.

**II. AUTHORIZATION**

- II.1. Authorization for the PEHE Interest Group is contained in the NSPE Constitution, Article XIII, Section 1.
- II.2. Rules governing the operation of the PEHE Interest Group are contained in NSPE Bylaw 8.1.b., Interest Group Departments, Bylaws to the Constitution of the NSPE.

**III. OBJECTIVES**

- III.1. The objectives of PEHE shall be to support the aims of the NSPE, advance the public welfare, promote the professional, social and economic interest of the engineer in PEHE, and to encourage and develop a professional attitude among all professional engineers in PEHE. All PEHE activities shall be based on the premise that the professional development of engineers is the responsibility of all engineers working together effectively.
- III.2. These objectives shall be met by
- III.2.1. establishing and supporting high professional standards of competence and ethical conduct,
- III.2.2. encouraging the continuing of licensure of qualified engineers,
- III.2.3. supporting the development of legislative and administrative policy which best serves the public,

- III.2.4. encouraging the participation by members of PEHE in community and civic affairs,
- III.2.5. promoting public knowledge of the work and achievements of engineers in PEHE,
- III.2.6. advancing the professional development and economic interests of engineers through sound employment practices,
- III.2.7. serving the membership with quality programs based on their needs,
- III.2.8. affirming faith in and support of the free enterprise system,
- III.2.9. managing the finances of PEHE in a businesslike manner to strengthen and provide continuity for PEHE.
- III.2.10. continually improving the strength of PEHE and its service to the membership, and
- III.2.11. promoting continuing education.

**IV. PROCEDURES**

- IV.1. PEHE activities shall provide an effective forum for discussion and united action for engineers in PEHE, and also provide the vehicle for communications and discussions with engineers in other Interest Groups.

**V. FISCAL AND ADMINISTRATIVE YEARS**

- V.1. The fiscal and administrative years of the Interest Group shall coincide with those of NSPE.

**VI. MEMBERSHIP**

- VI.1. Classifications
- VI.1.1. MEMBER - A Member of PEHE shall be a member in good standing of NSPE who is designated on the NSPE records as employed in higher Education.
- VI.1.2. SECONDARY MEMBER – A member in good standing of NSPE with primary interest in another interest group may elect to have a

secondary membership in PEHE in accordance with NSPE policy.

Chair-Elect, Immediate Past Chair, Secretary, and Vice-Chairs are responsible to and report to the Chair.

#### VI.1.3. SUSTAINING UNIVERSITY PARTNER

A Sustaining University Partner shall be an engineering school/college in the United States that offers at least one ABET accredited program and has paid the yearly assessment for the PEHE/Sustaining University Program.

#### VI.2. OFFICE and VOTE

VI.2.1. The right to hold office and vote shall be limited to a Quorum of Executive Board Officers. Quorum for the purposes of voting privileges/rights on ongoing PEHE EB business matters at properly Noticed and organized meetings, is herein defined as the majority of the Chair, Immediate Past Chair, Chair-Elect, Secretary, and any two Regional Vice-Chairs attending any such PEHE EB meetings, from time to time; or a minimum of four of these defined attendees at such properly held meetings.

VI.2.2. Sustaining University Partner dues are payable to PEHE according to the policy set forth in PEHE's Operating Policy.

### VII. OFFICERS

VII.1. PEHE officers shall include but may not be limited to: Chair, Chair-elect, Chair of the Sustaining University Program (SUP) Governors, SUP Governors-at-Large, Past Chair, Secretary, and six (6) regional Vice Chairs. The PEHE officers shall constitute the Executive Board. For purposes of voting on the use of Sustaining University funds, any attending Sustaining University Program Governors, representing the interests of the Sustaining Universities, shall have voting privileges/rights on the PEHE Executive Board.

#### VII.2. Executive Board Officers

VII.2.1. PEHE CHAIR - serves as Chair and chief executive officer of PEHE, and as an NSPE Vice President the Chair represents PEHE as a member of the NSPE Board of Directors. The

VII.2.2. PEHE CHAIR-ELECT - serves as a member of the PEHE Executive Board in preparation for assuming the Chair position and serves as the PEHE Chief Operating Officer.

VII.2.3. PAST CHAIR - serves as a PEHE Executive Board member, PEHE Finance & Planning Committee Chair, and PEHE Awards Committee member.

VII.2.4. SECRETARY - serves as a member of the PEHE Executive Board and records the activities of the Executive Board.

VII.2.5. REGIONAL VICE CHAIRS - there are (6) six Regional Vice Chairs, each representing one of the (6) six NSPE regions in the nation. The Vice Chairs serve on the PEHE Executive Board while also being a member of one or more committees or councils, usually as the PEHE Executive Board Liaison.

VII.2.6. SUSTAINING UNIVERSITY PROGRAM (SUP) GOVERNORS- represent the Sustaining Program Partners on the PEHE Executive Board.

#### VII.3. Terms of office

VII.3.1. The Chair shall hold office for one year and shall serve the subsequent year as Past Chair.

VII.3.2. The Chair-Elect shall be elected for a term of one year after which the office of Chair shall be assumed.

VII.3.3. The Regional Vice Chairs shall be elected for two-year terms in accordance with Operating Policy No. 1. These Vice Chairs are eligible for re-election but may not serve more than two consecutive terms in that office. No person may hold more than one office at the same time. Vice Chair in this document shall be understood to be synonymous with Regional Vice Chair.

- VII.3.4. The SUP Governors shall be elected to serve three-year, staggered terms.
- VII.3.5. The Secretary shall be elected for a term of one year. The Secretary is eligible for nomination/re-election without limitation on tenure.
- VII.4. Nominating procedures shall be as designated in Operating Policy No. 1.
- VII.5. Election of officers shall be as designated in Operating Policy No. 1.
- VII.6. In the event the Chair is incapacitated or otherwise unable to serve, the following procedures shall be implemented:
  - VII.6.1. Should the vacancy occur prior to the commencement of the PEHE Winter Meeting, the Past-Chair shall assume the office of Chair and serve until the completion of the Winter Meeting at which time the Chair-Elect shall assume office, complete the unexpired term of office and then serve the term for which elected.
  - VII.6.2. Should the vacancy occur after commencement of the PEHE Winter Meeting, the Chair-Elect shall assume the position of Chair, complete the unexpired term of office and then serve the term for which elected.
  - VII.6.3. Should either VII.6.1 or VII.6.2 above be instituted, the office of Past Chair shall be filled by the most recent, available Past Chair.
  - VII.6.4. In the event of a temporary vacancy in the office of Chair, the Chair-Elect shall assume the position during the period in which the Chair is unable to serve.
- VII.7. In the event an Executive Board member, with the exception of Vice Chair, is incapacitated or otherwise unable to serve, the following procedure shall be implemented.
  - VII.7.1. Permanent vacancies in the office of a Vice-Chair shall be filled by the appointment of a member in good standing from the region by the Chair

with the concurrence of the PEHE Executive Board.

- VII.7.2. In the case of a temporary absence, a Vice-Chair shall recommend an alternate to be seated in his/her absence as a voting representative at any official meeting of the PEHE Executive Board according to the following procedure.

VII.7.2.1. In the event of an anticipated absence, an elected Vice Chair shall recommend, in writing to the Chair, prior to an Executive Board meeting, an NSPE/PEHE member to serve as his/her alternate at the meeting.

VII.7.2.1. Prior to the Executive Board meeting, the Chair will acknowledge the acceptance of a voting alternate.

- VII.7.3. Permanent or temporary vacancies in the office of secretary shall be filled by appointment of a member by the Chair. In the case of a permanent vacancy, the appointment shall be subject to the concurrence of the PEHE Executive Board.

## VIII. MEETINGS

### VIII.1. Executive Board Meetings

VIII.1.1. The PEHE Executive Board shall meet at least twice annually and also in conjunction with the meetings of the NSPE.

### VIII.2. Quorum shall be defined as follows

VIII.2.1. For the purpose of transacting business by the PEHE Executive Board, a majority of the PEHE Executive Board shall constitute a quorum, as stipulated in VI.2.1 above. Three un-excused absences (without a declared substituting designee) of any PEHE EB members, causing a consistent lack of quorum at these properly organized business meetings, shall be cause for removal of such members from the PEHE EB.

VIII.3. All meetings of the PEHE Executive Board shall be open to all members of NSPE.

## **IX. ADMINISTRATION**

IX.1. The affairs of PEHE shall be governed by the PEHE Executive Board composed of the Officers of the PEHE and the duly elected or designated SUP Governors from the Sustaining Universities, subject to provisions which are specifically stipulated above.

IX.1.1. Each Sustaining University Partner shall be invited to recommend to the Nominating Committee an individual, qualified under Article VI, for consideration as a possible SUP Governor.

### **IX.2. Funds**

IX.2.1. Funds necessary for conducting the business of PEHE shall be obtained from those regularly included in the NSPE annual budget and appropriations, supplemented by funds generated by PEHE activities, including the SUP contributions.

IX.2.2. All funds shall be kept by the Treasurer of NSPE and shall be expended as directed by the PEHE Executive Board. Policies as to travel, per diem, and other expenses shall be approved by the PEHE Executive Board, but shall not exceed those established by the NSPE.

### **IX.3. Minutes**

IX.3.1. Minutes shall be kept of all meetings of the PEHE Executive Board. Minutes shall be available to all members of PEHE. A semi-annual report outlining PEHE's activities for the period covered, including a list of officers, shall be made to the NSPE Board of Directors.

### **IX.4. Other NSPE Interest Groups**

IX.4.1. PEHE shall cooperate with other NSPE Interest Groups, committees, officers and the state societies to advance the interests of the entire profession.

### **IX.5. PEHE Employees**

IX.5.1. PEHE may recommend the employment of personnel as additional employees of the NSPE staff to devote their interest and efforts on behalf of PEHE.

### **IX.6. Supplemental Rules or Policies**

IX.6.1. These Rules of Government and Operation may be supplemented by the adoption of PEHE policies. These policies record statements, procedures, Interest Group positions on specific issues and guidelines approved by the Board of Governors or the PEHE Executive Board and are intended to remain in force until revised or rescinded. Such policies may not be in conflict with the NSPE Constitution, Bylaws, Policies, and Procedures or with these Rules of Government and Operations.

## **X. NSPE REPRESENTATION**

I.1 The PEHE NSPE REPRESENTATIVE serves as a member of the PEHE Executive Board. Pursuant to NSPE Bylaw 13, on years in which PEHE is the Legacy Interest Group to sit on the NSPE Board of Directors, this person will sit on the Board as Interest Group Director. On the other years, this person will fulfill the position of PEHE Representative on the House of Delegates. This position will represent PEHE's interests in NSPE governance. The PEHE NSPE Representative will be a licensed P.E. The PEHE NSPE Representative will serve as a member on the Awards committee.

### **II. COMMITTEES**

II.1 There shall be a Nominating Committee established in accordance with Operating Policy No. 1. The Chair shall appoint committees charged with financial management, planning, teller, and such other standing or special purposes, as the Chair may deem necessary to conduct the affairs of the PEHE.

### **III. PARLIAMENTARY AUTHORITY**

III.1 The rules contained in the current edition of Robert's Rules of Order (Most Current Edition) shall govern the Interest Group in all cases in which the rules are applicable and consistent with these Rules of Government and Operation.

## **IV. AMENDMENT OR WAIVER**

#### IV.1 Amendment

IV.1.1 These Rules of Government and Operation may be amended by a majority vote of the members of the PEHE Executive Board present and voting, subject to the approval of the NSPE Board of Directors.

#### IV.2 Proposed Amendments

IV.2.1 Proposed amendments to these Rules of Government and Operation shall be transmitted to each of the other interest group for information. Such transmittal shall also include an explanation for the recommended amendment or amendments.