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ADMINISTRATIVE POLICIES**

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**FLORID ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP No. 21)**

FINANCIAL MANAGEMENT OF THE SOCIETY

1. The fiscal year of the Florida Engineering Society, established by the Board of Directors pursuant to Article II, Section 2 of the FES Bylaws, shall be October 1/September 30.
2. All receipts of Society revenues shall be promptly deposited in a bank whose deposits are insured by the Federal Deposit Insurance Corporation. Funds which are not needed for day-to-day operations shall be invested in an interest-bearing savings account or in Certificates of Deposit of an FDIC insured bank or savings and loan association insured by FSLIC. Other forms of investment of Society funds shall require prior written approval of the Vice President of Finance and concurrence of the Executive Committee or the Board of Directors.
3. The Executive Director and the Vice President of Finance, individually; the Staff Designee and the Executive Director, jointly; shall be authorized to sign checks. For checks of \$5,000 or more, two signatures are required. New signature cards shall be executed at the beginning of each administrative year for the change in Vice President of Finance and at other times when needed.
4. An annual budget shall be prepared by the Staff Designee under the direction of the Executive Director, estimating revenues and expenditures for the upcoming fiscal year. The budget is drafted from information/requests sent in from Committees/Task Forces and then forwarded to the Budget Committee for approval. The budget shall be reviewed and approved by the Budget Committee, the Executive Committee and the Board of Directors prior to the beginning of each fiscal year. Each program of the Society shall be reviewed for relevance and effectiveness (zero based programming and budgeting). The annual dues will be increased annually by the Consumer Price Index (CPI) beginning with the 2008-2009 dues year.

Financial statements shall be prepared monthly for guidance in the management of Society funds and shall include a "Budget Report" which shall show revenue collected and expenses incurred cumulatively to the date of the report. The budget figures shall be compared to actual revenue and expenses and a third column shall show the difference between actual and budgeted amounts. The Budget Committee shall meet quarterly, and Budget Reports shall be distributed to the committee in preparation for the meetings. It shall be the responsibility of the Executive Director and staff to see that Society expenditures do not exceed the amount budgeted or the cash available (whichever is less) for a fiscal year. When expenses for a particular line item total to an amount which is 90% of the amount budgeted and additional funds are needed, a transfer of budget from another line item under which budget is available may be requested in writing from the Vice President of Finance provided sufficient cash is available in the Society operating account.

Amendments to the approved budget, which would increase total expenditures, should be recommended by the Executive Committee and shall be approved by the Board.

5. Revenues and expenditures of each practice section should be recorded in separate accounts so that the net loss or gain for each fiscal year can be closed to a "Fund Balance Account" to reflect the cumulative balance or deficit of each practice section, except as noted in Administrative Policy 46D.
6. All revenue and expenditures for improvements to or sale of the Society's property or buildings

are to be handled through a separate bank account. Administrative costs incurred in connection with such a fund should be reimbursed to the operating account except that alterations or repairs costing less than \$1,000 should be operating budget expenditure Adopted by the FES Board of Directors

June 16, 1977

Amended by the FES Board of Directors
December 8-9, 1978

Amended by the FES Board of Directors
June 12, 1981

Amended by the FES Board of Directors
January 8, 1982

Reaffirmed by the FES Board of Directors
August 6, 1987

Amended by the FES Board of Directors
July 30, 1992

Amended by the FES Board of Directors
August 14, 1997

Amended by the FES Board of Directors
June 15, 2001

Amended by the FES Board of Directors
August 5, 2004

Amended by the FES Board of Directors
August 6, 2009

Amended by the FES Board of Directors
January 30, 2018

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP No. 5B)**

FINANCING FES ANNUAL CONFERENCES

Article IV of the Society Bylaws stipulates that an Annual Conference of the Society shall be held each year. It is recognized that a portion of the business, program and activities conducted at each Annual Conference relates to the Society's entire membership. Each member has a vested interest in and receives benefit from the successful conduct of an Annual Conference.

Participants in each Annual Conference should be expected to provide the source of revenue through the payment of appropriate registration fees and the purchase of function tickets for the total cost of all social functions, parties, banquets, food functions, hospitality rooms, tours and tournaments. An effort shall be made to obtain sponsors for the Annual Conference. Sponsorship fees shall be used to help defray meeting costs.

The Staff shall provide services and support in the planning, promoting and conduct of an Annual Conference. One half of the cost of such staff and administrative services shall be allocated to the Annual Conference budget and shall be included in the total meeting costs when establishing registration fees and function ticket prices.

The budget for each Annual Conference is to "break even" except that one half of the cost of staff and administrative services to plan, promote and conduct the meeting may be included in the general Society operating budget as an expense to the entire Society.

Approved by the FES Board of Directors
July 30, 1971

Reaffirmed by the FES Board of Directors
August 6, 1987

Amended by the FES Board of Directors
July 30, 1992

Reaffirmed by the FES Board of Directors
August 6, 1998
July 29, 1999

Amended by the FES Board of Directors
November 7, 2008

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP No. 8)**

USE OF FES MAILING LIST

The FES mailing list may only be used for official business of the Society.

Approved by the FES Board of Directors
May 15, 1969

Reaffirmed by the FES Board of Directors
August 6, 1987
March 23, 1989
April 14, 1993
August 6, 1998
February 4, 2000*
November 7, 2008
November 17, 2015

* Action taken by the FES Board of Directors on February 4, 2000 was to reaffirm AP 8 as currently written, with the clarification that the mailing list includes the FES Annual Directory.

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP No. 9F)**

BOARD OF DIRECTORS MEETING PROCEDURES AND RECORDS

General Background

The Board of Directors must consider all of the activities of the Society at its periodic meetings, and for efficient management must have an organized approach conforming to parliamentary procedure. The following policy and procedures provide an organized approach to the conduct of business at the meeting and provide members of the Board with an opportunity for study and discussion with their chapters and practice sections, allowing advance preparations for the meeting. Adequate record must be kept of the activities of the Board.

The Board of Directors must consider and act upon all of the activities of the Society at its periodic meetings. The Board does not wish to restrict the items coming before the Board or to limit the initiation of new ideas and activity by the functioning committees and practice sections of the Society. The Board's approach to the conduct of the Society's affairs must be organized, must follow parliamentary procedure, and must allow adequate time for individual members of the Board to determine and formulate a chapter opinion prior to action and discussion at a meeting of the Board. The committees and practice sections of the Society carry out the functions of the Society with periodic reports of their activities to the Board, and on occasion must request approval by the Board of action items, including policies and forthcoming activities. Requests for action items may be presented separately of routine reports of activity. Parliamentary procedure requires that a motion be placed on the floor prior to discussion of a required action item by the Board. Therefore, the Board adopts the following policy.

Board Meetings

1. Meetings shall be scheduled in advance and appropriate notice given to the officers and members of the Society.
2. The Executive Director shall coordinate the preparation of an agenda for each meeting.
3. The meetings shall be conducted in accordance with parliamentary procedure as set forth in the latest edition of Roberts Rules of Order, particularly in that a motion must be on the floor prior to the discussion of a required action item (i.e., determination of a policy of the Society or approval of a proposed activity). The Secretary of the Society shall serve as parliamentarian.
4. Committees, practice sections, officers, etc., are encouraged to make regular reports of their activities. Such reports should exclude discussion of required action items, which must be brought to the floor by statement of an appropriate motion. At the conclusion of a report, motions for action items may be placed before the Board.
5. Action items shall be presented in the format described hereinafter, a motion followed by the originator's discussion of the item.
6. Items referred to the Board by the Executive Committee should be clearly identified in the minutes of the Executive Committee Meetings, attached as exhibits to the agenda of the Board meeting. The discussion in the minutes should be adequate, and the item itself, in the form of a motion, should be clearly stated. The motion form should be amended and exhibited under the appropriate subject item in the agenda of the Board of Directors and reference made of the Executive Committee recommendation.

7. In order that the members of the Board may have sufficient time to review items of business to come before the Board for action, if an item has not been presented at least two (2) weeks prior to the meeting for which it is scheduled, and it is considered controversial by at least three members of the Board, the item may be tabled until Board members have had sufficient time for appropriate review.

Preparation for Meeting

1. Committee chairmen and practice sections will be given a schedule of Board meetings at the beginning of the administrative year. They shall plan and schedule their activities in such a manner as would allow the following.

2. The Executive Director will, 45 days prior to the meeting, request committee reports, action items, etc., in particular, items previously scheduled as due at the meeting.

3. Committees, practice sections, etc., should submit written reports including action items to the Executive Director at least 21 days prior to each meeting. These will be attached as exhibits to the agenda for the meeting and numbered to correspond to the agenda item.

4. Preliminary agenda and exhibits will be distributed to Board members 14 days prior to the meeting, allowing their study and review.

5. Discussion of action items and new business items received at headquarters less than twenty-one (21) days before the date of the Board meeting may be taken up at the Board meeting as the last item of business, time permitting, before the scheduled time of adjournment. Written reports not requiring Board action and received less than twenty-one (21) days prior to the meeting will be distributed to the Board with the final agenda at the Board meeting.

Committee Action Items

1. Request for committee action items (i.e., policy determinations, approval of new activities, etc.) shall be submitted as separate documents, each document limited to a single item. In the event of a controversial item, it may be subdivided into several motions. Forms are available from FES Headquarters for this purpose (see sample attached).

2. The request will become an exhibit to be attached to the agenda of the meeting and should be as brief as possible.

3. The format shall be:

a. Upper right corner: EXHIBIT NO.

b. Top of page on left: A heading indicating name of originator and date.

c. The first item shall be a clearly stated motion, which must be placed on the floor through proper procedure.

d. A heavy solid line shall be placed below the motion.

e. Below the line, the originator should concisely discuss the reasons for the motion. In the case of a major or controversial item, major factors for and against should be stated.

- f. After listing the reasoning for the action item, the originator should include information identifying the budgetary impact (s) of the motion. In addition, information should also be included that references the motion to the applicable portion of the FES Strategic Plan.
4. Committee chairman, or his designated committee representative, should be present at Board meetings when the Board will be considering an action item recommended by the committee. This will provide Board members with an opportunity to discuss the matter under consideration with the committee chairman where additional information or clarification is desired.

Items Not on the Agenda

Items not on the agenda may be introduced at any time by a member of the Board with the concurrence of two-thirds of the members of the Board present at the meeting.

Consent Agenda

A consent agenda may be presented for action on two or more non-controversial items by one vote of the Board. Board members shall be given the opportunity to request that an item(s) be withdrawn from the consent agenda and returned to the regular agenda.

Order of Business

The business of the Board shall be set forth in an agenda.

Note: The purpose of this order of business is to act as a reminder but can be changed at the discretion of the President.

1. Convening of Meeting
2. Consent Agenda
3. Approval of Agenda
4. Approval of Minutes
5. Report of Officers
 - State Officers
 - National Officers
 - Executive Director
6. Report of the Executive Committee
7. Standing Committees - Reports and Items for Consideration
8. Practice Sections - Reports and Items for Consideration
9. Special/Task Committees - Reports and Items for Consideration
10. Unfinished and/or Old Business
11. New Business
12. Information Items and Miscellaneous
13. Schedule of Future Board Meetings
14. Adjournment

The business of the Board shall be conducted in the order in which it appears in the agenda, except in the case of items on a consent agenda, or unless an exception to the order of business is approved by a majority of the Board members present at the meeting.

Minutes and Records

1. The Executive Director will prepare minutes of the meeting summarizing the actions taken by the Board. Minutes will be distributed without exhibits, which have been previously distributed. Minutes will be sent to members of the Board, chapter presidents and secretaries, and to committee chairmen.
2. A record copy of the minutes, with all exhibits shall be kept at the Headquarters of the Society.
3. Minutes may be shortened by reference to exhibits for statement of motions, etc.
4. Minutes will be distributed as quickly as possible after the meeting.
5. The Executive Committee is authorized to consider and act on items in the minutes that Board members may question or wish to have corrected.

Approved by the FES Board of Directors
May 21, 1971

Amended by the FES Board of Directors
December 9, 1983
August 6, 1987
August 5, 1993
August 14, 1997
May 17, 2002
August 7, 2003

**FLORIDA ENGINEERING SOCIETY ACTION
ITEM
FOR
BOARD OF DIRECTORS' CONSIDERATION**

Originator

(Committee, Practice Section, etc.)

(Officer)

(Date Submitted)

(Date Received FES Headquarters)

Motion to be Considered

Background Information and Reasons for the Motion

Budgetary Impact
Strategic Plan Reference

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP No. 10D)**

FES MEMBERSHIP REINSTATEMENT PROCEDURES

Application for reinstatement for former members dropped from membership in the Society for non-payment of dues and desiring a record of continuing Society service must be accompanied by payment in full for the period of non-membership as well as for the current year. Those applying only for reinstatement and not wanting to maintain a record of continuous service shall pay the normal New Member Enrollment Fee and payment in full for the current year.

Approved by the FES Board of Directors
March 7, 1969

Amended by the FES Board of Directors
February 15, 1974

Amended by the FES Board of Directors
June 16, 1977

Reaffirmed by the FES Board of Directors
August 6, 1987

Amended by the FES Board of Directors
July 30, 1992

Reaffirmed by the FES Board of Directors
August 1, 1996

Amended by the FES Board of Directors
November 7, 2008

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP No.12A)**

COORDINATION OF RECOMMENDATIONS FOR APPOINTMENTS TO STATE BOARDS, COMMITTEES AND OFFICES

It is the policy of the Florida Engineering Society that all recommendations for appointments to State Boards, Committees or Offices that involve or relate to the engineering profession be coordinated through the Society's Nominating Committee, and the Nominating Committee shall forward its recommendations to the Executive Committee for approval.

It is considered inappropriate for an individual chapter to support an appointee unless and until the position is known to be on consonance with that of the State Society.

In the event that a FES chapter chooses to express support for an appointee or potential appointee, either by request or by independently initiated action, it shall be the responsibility jointly of the Chapter President and State Director to contact the Executive Director and request prior concurrence by the State Society.

The Executive Committee of the Florida Engineering Society is authorized to act in behalf of the Society and its Board of Directors as necessary for timely action in matters of this nature.

Approved by the FES Board of Directors
February 13, 1970

Reaffirmed by the FES Board of Directors
August 6, 1987

Amended by the FES Board of Directors
July 30, 1992

Reaffirmed by the FES Board of Directors
August 1, 1996

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP NO.13C)**

FES QUALIFICATIONS TO ESTABLISH AND OPERATE STUDENT CHAPTERS

It is the desire of the Florida Engineering Society to establish and support student chapter programs of which members of FES, members of engineering faculties, and engineering students will be proud and that are recognized as being truly professional. Therefore, the Board of Directors of FES institutes the following standards for the establishment and operation of FES Student Chapters.

1. Type of Student Chapter

ALPHA STUDENT CHAPTER - Shall be in a college of engineering having a curriculum or curricula of at least four year's duration accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET).

BETA STUDENT CHAPTER - Shall be in a school or college of engineering having a curriculum or curricula of at least four year's duration leading to an engineering degree.

DELTA STUDENT CHAPTER - Shall be in a school, college or junior college having a curriculum or curricula of at least two year's duration designated as being preparatory for entrance into an ABET-accredited engineering or engineering technology program.

2. Minimum Number of Students

A FES Student Chapter may be organized at any college, university or junior college that has a minimum of ten (10) interested students. Thereafter, the student chapter shall maintain at least ten (10) student members in good standing.

3. Constitution and Bylaws

The student chapter shall have a constitution and bylaws that are in full compliance with the rules, regulations and policies of the school. The student chapter constitution and bylaws shall be submitted to and approved by the FES Board of Directors.

4. Board of Sponsors

Each student chapter shall have and be under the guidance of a Board of Sponsors, comprised of one faculty member who is a licensed Professional Engineer and who will serve as faculty advisor, one nonfaculty member from the local FES chapter who will serve as a contact, and one nonfaculty member from the state society who will serve as a contact.

5. Application

Applications shall be made on petition forms prescribed by the Florida Engineering Society and shall contain all endorsements required therein.

6. Annual Report

Each student chapter shall submit an Annual Report prepared by the officers, covering the highlights of its activities, programs, projects and achievements. The Annual Report shall cover the twelve-month period from May 1 to April 30 and shall be submitted to FES State Headquarters no later than May 10th.

7. Meetings

Each student chapter shall have at least four meetings during the school year, with at least half (preferably more) devoted to non-technical professional subjects. In Delta Chapters, these would normally concentrate on developing the students' interest in the engineering profession.

8. Financial Assistance from FES

To encourage and assist in the development of student chapter activities and to foster participation by student chapter members in the affairs of the Society the following financial support will be provided by the Society on an annual basis:

1. Initial Grant
\$200.00 as an initial grant to each chapter that is established.

2. Annual Allotment
Allow \$200.00 to each existing chapter as contribution aid each year (To be forwarded by state headquarters in September). The receipt of the Student Chapters Report (due May 1st) by FES headquarters shall be a prerequisite for the student chapter receiving its annual monetary allotment from the Florida Engineering Society.

Approved by the FESBOD
June 15, 2001
Reaffirmed by the FES BOD
November 7, 2008
Amended by the FESBOD
June 11, 2010

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP No. 16E)**

ELECTION AND DUTIES OF STATE DIRECTORS

Election - State Directors shall be elected by the chapter they represent for a term of three years as provided by the Charter and Bylaws.

The duties of a State Director shall include the following:

1. Through the authority vested in the State Director, exercise the responsibilities of the government and management of the funds, properties, and affairs of the Society as set forth in the Charter and Bylaws.
2. Propose and adopt administrative and professional policies to implement the principles and provisions of the Charter and Bylaws.
3. Interpret the intent of the Charter and Bylaws and rule on any discrepancies, inconsistencies, ambiguities or deficiencies found therein.
4. Reflect the feelings and intentions of the representative's Chapter.
5. Evaluate and recommend, in concert with the chapter president and past president, members of the Chapter for service on State Committees at the time initial appointments are formulated, or when a vacancy exists.
6. Keep apprised of the participation of members of the Chapter that serve on a committee and recommend, in concert with the chapter president and past president, replacements when conditions warrant.
7. Serve as liaison representative between the Board of Directors and a committee(s) to which the State Director is designated as "Board-Committee Contact."
8. Designate a proxy, **in accordance with AP NO 30**, and so advise the Board in writing for such occasions as the State Director is not able to meet with the Board, or otherwise discharge the duties and responsibilities. The proxy may be designated at the beginning of each administrative year, or as otherwise appropriate. Notification to the proxy at such times as a proxy is needed is the responsibility of the designator.

When notified by state HQ, State Directors shall obtain and submit financial statements by October 31st.

Approved by the FES Board of Directors
May 21, 1970

Amended and Reaffirmed by the FES Board of
Directors
March 24, 1988

Amended by the FES Board of Directors
August 5, 1993
August 14, 1997
January 12, 2001
November 7, 2008

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP No. 17B)**

DUTIES OF BOARD-COMMITTEE CONTACT MEMBER

The duties of the Board-Committee Contact Member shall include the following:

1. Provide the necessary communication from the Board to the committee that will enable the committee to properly carry out its assignment.
2. Be prepared at each meeting of the Board to clarify, explain or amplify the reports, recommendations or proposals from the committee whenever the chairman is not present at the meeting of the Board.
3. Monitor the participation of the assigned committee members in order to assist the committee chairman in obtaining a replacement in those instances found necessary.

The assignment of a Board-Committee Contact Member shall be made: in the manner described in AP 18.

Approved by the FES Board of Directors
May 21, 1970

Reaffirmed by the FES Board of Directors
March 24, 1988

Amended by the FES Board of Directors
August 5, 1993

Reaffirmed by the FES Board of Directors
August 14, 1997

Amended by the FES Board of Directors
November 7, 2008

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP No. 18D)**

FES COMMITTEE APPOINTMENTS

1. Committee appointments from a chapter area are to be recommended by the President and/or President-Elect of that chapter and appointed by the FES President with the approval of the Board.
2. In the event a committee member is unable to properly contribute to the functioning of the committee, the President of the chapter shall recommend a replacement from that chapter.
3. Committee appointments are to be made for one administrative year. Subject to the approval of the Board, and to maintain continuity of committee action, a member may be re-appointed annually.
4. For the purpose of assisting the FES President-Elect in the selection of committee assignments, a committee selection workshop by the Society Officers, State Directors, Chapter Presidents, Chapter Presidents-Elect, or Practice Section Chairmen may be called by the FES President-Elect prior to the annual meeting preceding the administrative year for which the appointments are to be made. At this workshop, all proposed committee assignments may be formulated.
5. Assignment of Board-Committee Contact Member to a committee shall be upon the appointment by the President with the approval of the Board. A member of the Board of Directors may be designated as "Board-Committee Contact Member", who, although not otherwise appointed to that Committee, shall participate in the Committee activities and perform in the manner described in AP 17.

Approved by the FES Board of Directors
May 21, 1970

Amended by the FES Board of Directors
June 16, 1977

Amended and Reaffirmed by the FES Board of Directors
March 24, 1988

Amended by the FES Board of Directors
August 5, 1993

Reaffirmed by the FES Board of Directors
August 14, 1997

Amended by the FES Board of Directors November 7, 2008

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY 19F**

COMMUNICATIONS

All Florida Engineering Society communications--internal and external--shall serve to address and fulfill the stated purposes of the Society by:

- *Promoting Society membership, benefits, and activities.
- *Providing information about members and their projects.
- *Highlighting legislative and government-related topics and positions.
- *Presenting current information on engineering and related innovations and research in Florida and in the United States, as relevant.
- *Focusing on initiatives for protecting Florida's environment while building and maintaining the infrastructure.
- *Promoting professionalism and professional development of FESmembers.

The FES communications effort includes publications as well as other media and all aspects of public relations and publicity. All Society activities will be examined for their public relations and communications possibilities and will be promoted in a timely manner to all appropriate audiences. The Society will create new communications and public relations opportunities as needed.

Regular Florida Engineering Society publications include the monthly JOURNAL of the Florida Engineering Society; Engi-NEWS electronic newsletter for leaders; ACEC-FL Update newsletter; ACEC-FL News Flash electronic newsletter; ACEC-FL Register; ACEC-FL Membership Directory; practice section newsletter and website. Other publications include legislative alerts; brochures promoting Society events, projects, products, or services; membership promotions; and additional information intended to inform the membership and the public about Society activities and positions.

As appropriate, FES publications and promotional efforts will be conveyed to legislators, government officials, and other members of the public with an interest in engineering concerns.

Society public relations efforts are also an element of the communications effort, and include MATHCOUNTS, awards, scholarships, and other activities--and the publicity generated by them--all with the objective of promoting the image of professional engineering.

Efforts will be made to publicize election of new officers; significant Society events, projects, and products; Society positions on legislative and governmental issues; Society awards; and other items of general interest to the engineering community or to the public as they relate to professional engineering.

The Society will not provide publicity for individual members or firms unless their activities or accomplishments are of general public or Society interest and do not provide unfair advantages to one member or firm at the expense of others.

All Society communications shall be created and produced/executed to meet highest standards of accuracy and quality. All statewide communications shall be reviewed by the Executive Director or his designee.

JOURNAL

The JOURNAL is the Society's primary communications tool. The JOURNAL will be used to publicize Society programs, projects, activities, positions, and services and will also provide general engineering-related information intended to enhance the professional development of members. It may also be used to inform

the public of engineering accomplishments and concerns.

As a goal, the average annual editorial content of the JOURNAL shall be 45 to 50 percent, excluding the Directory. Advertising content, correspondingly, shall be 50 to 55 percent.

The JOURNAL shall be funded through a combination of membership subscription contributions, nonmember subscriptions, advertising revenues, and related offshoot income, such as reprint profits and website profits. As a budget goal, the JOURNAL shall break even each year, with revenues from member fees, advertising, and related income equaling production expenditures. If this goal cannot be met despite prudent attention to production costs and advertising sales, membership contributions and advertising rates will be re-evaluated.

JOURNAL advertising rates will be set to meet market expectations for comparable publications.

Only advertising appropriate to the business and engineering concerns of Society members will be accepted for publication.

Solicitation for articles and ideas for articles will be ongoing. All FES members and firms are invited to submit articles or ideas for articles for publication in the JOURNAL. Articles must be of general interest and may not be used solely for self- or firm promotion.

Articles for the JOURNAL will be evaluated by JOURNAL staff. If technical assistance is required, staff will seek it.

Approved by the FES Board of Directors
August 2, 1969

Amended by the FES Board of Directors
March 23, 1989
August 2, 1990
August 4, 1994
August 6, 1998
June 15, 2001

Reaffirmed by the FES Board of Directors
November 7, 2008
November 17, 2015

Amended by the FES Board of Directors
January 30, 2018

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP No. 21F)**

PROCEDURES FOR THE MANAGEMENT OF LIVE OR DISTANCE LEARNING EVENTS

FES Seminar Champion (Defined)

As appropriate, the FES Professional Development Committee will identify a volunteer to serve as the chairperson or “Champion” of live and distance learning events. Champions are FES members who have a vested interest in assisting the FES/ACEC-FL staff with the planning, promotion, and success of a particular seminar.

Champion Planning

Champions have a working knowledge of the area to be addressed by the seminar. Champions are able to suggest the topics and presenters. Champions help FES/ACEC-FL staff plan an appropriate agenda. Champions will describe the goal of the seminar and list the learning objectives. Champions may make first contact with potential speakers. Champions provide FES staff with the names and contact information of each speaker.

Champion Promotion

Champions will:

- assist staff in promoting attendance;
- suggest appropriate language to describe the topic;
- identify appropriate market sectors;
- suggest potential sponsors and exhibitors, as appropriate.

Champion Attendance of Live Event

As appropriate, Champions will attend the seminar and serve as moderator or host.

FES/ACEC-FL Staff Duties

Prepare a budget for each event.
Coordinate all arrangements with speakers. Contract with the conference facility.
Develop, print and distribute promotional material.
Promote events in FES/ACEC-FL publications, mailings, electronic media, etc.
Handle participant registration and collection of registration fees.
Manage on-site details. Pay expenses.
Conduct post event evaluation surveys.
Record professional development hours (PDHs).
Maintain records.

Approved by the FES Board of Directors
May 15, 1969
Amended by the FES Board of Directors
July 28, 1988
August 4, 1994
August 6, 1998
November 19, 1998
November 7, 2008
Amended by the FES Board of Directors
January 30, 2018

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP No. 22A)**

ANNUAL CONFERENCE SITE SELECTION

All sleeping and meeting arrangements for a FES Annual Conference shall be in one hotel. Overflow hotel(s) will be added in the nearby vicinity of similar quality if the conference hotel becomes fully booked.

No hotel shall be selected to headquarter a FES Annual Conference unless the facilities needed to accommodate the meeting have been operational for at least one year.

Approved by the FES Board of Directors
March 7, 1969

Reaffirmed by the FES Board of Directors
August 2, 1990
August 4, 1994
August 6, 1998

Amended by the FES Board of Directors
November 7, 2008

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP No. 27D)**

JOURNAL SUBSCRIPTIONS FOR NON-MEMBERS

The Board of Directors of the Florida Engineering Society authorizes the purchase of subscriptions to the JOURNAL for non-members at fifty (\$50.00) dollars annually, excluding the Directory issue. The Directory Issue will not be sold to the general public.

Complimentary issues may be distributed at the discretion of the Executive Director or designee to parties which it is deemed would be beneficial to FES or be kept informed.

Approved by the FES Board of Directors
October 2, 1970

Amended by the FES Board of Directors
March 25, 1983
August 2, 1990
August 4, 1994

Reaffirmed by the FES Board of Directors
August 6, 1998

Amended by the FES Board of Directors
June 15, 2001

Reaffirmed by the FES Board of Directors
November 7, 2008
November 17, 2015

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP No. 30)**

PROXY FOR MEMBERS OF THE BOARD OF DIRECTORS

Article VII, Section 1, of the FES Charter provides that..."The Board shall adopt administrative and professional policies to implement the principles and provisions of the Charter and Bylaws." It further provides that..."The Board shall have the power to interpret the intent of the Charter and Bylaws."

Acting within its powers to interpret the intent of the Charter, the Board of Directors believes that the Charter intends that groups of members, such as chapters and practice sections, shall be entitled to representation at meetings of the Board of Directors in the event that their duly elected representative to the Board of Directors cannot attend a Board meeting.

The following policies and procedures are established for determining which members of the Board of Directors are entitled to representation by proxy and how proxies shall be designated and recognized.

1. Each member of the Board shall have one vote. A member of the Board may not designate another member of the Board as his proxy.

2. Only members of the Board who have been elected to represent groups of members, such as chapters and practice sections, may be represented by proxy. State officers and national directors are not eligible to be represented by proxy.

3. A person must be a member of the Society in good standing to be eligible to serve as a Board member's proxy.

4. To be eligible to serve as proxy for a state director, the member shall be a member in good standing of the chapter represented by the state director. To be eligible to serve as proxy for a practice section chairman, the member shall be a member in good standing of the practice section represented by the practice section chairman.

5. The Board will automatically recognize as proxy any eligible member so designated in writing by a Board member upon delivery of such written notification of the proxy to the Secretary. Written notification of proxy designation must contain the signature of the Board member authorizing the proxy.

6. In the event that written designation of proxy is not received by the Secretary from the Board member, the Board may approve an eligible member as proxy by a majority vote of the Board members present as long as those members present constitute a quorum of the Board. In taking such action the Board shall give preference to designating as proxy the chapter president in the case of a state director, and the senior vice chairman in the case of a practice section chairman.

In establishing the above policies and procedures, the Board of Directors wishes to further clarify that members of the Board, or their duly designated and recognized proxy, must be present at the meeting of the Board to cast their vote on items being considered during the meeting by the Board. No member of the Board, or his duly designated and recognized proxy, may cast a vote in absentia. Board members who are unable to attend meetings of the Board, and who are not represented by proxy, may have their comments on specific items being considered by the Board presented to the Board by submitting their comments in writing to the Secretary. Such written comments may be presented for consideration by the Board but shall not constitute or be recorded as a vote by the absent member.

Approved by the FES Board of Directors
July 29, 1971

Reaffirmed by the FES Board of Directors
August 2, 1990
August 4, 1994
August 6, 1998

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP No. 31)**

FES EXECUTIVE COMMITTEE AUTHORITY

Article VI, Section 1, of the FES Charter provides that "The government and the management of the funds, properties, and affairs of the Society shall be vested in the Board of Directors..." The Board shall adopt administrative and professional policies to implement the principles and provisions of the Charter and Bylaws. The Board shall have the power to interpret the intent of the Charter and Bylaws.

To expedite the administration and management of the affairs of the Society between Board meetings and to clarify the Board's intent with regard to the authority it has conferred upon the Executive Committee, it is declared to be the policy of the Society that the Board of Directors has authorized the Executive Committee to act on behalf of the Board with respect to items occurring between meetings of the Board which require expeditious action in the best interest of the Society to the extent that such items are routine business and are decided in keeping with the policies and budget adopted by the Board. In the event that an item not covered by adopted policy or budget should require expeditious action, the Executive Committee shall poll the Board members and act accordingly.

Approved by the FES Board of Directors
February 4-5, 1972

Reaffirmed by the FES Board of Directors
August 2, 1990
August 4, 1994
August 6, 1998
June 15, 2001

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP No. 32)**

MAXIMUM NUMBER OF TERMS OF OFFICE OF FES VICE PRESIDENTS

Article VII, Section 3, of the FES Charter provides that the term of elective state officer is one year.

It is the policy of the Society that no person may be elected to the office of Vice President for more than three consecutive terms.

Approved by the FES Board of Directors
May 18, 1972

Reaffirmed by the FES Board of Directors
August 1, 1991
September 21, 1995

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP No. 38C)**

**FINANCING LIVE OR DISTANCE LEARNING EVENTS SPONSORED BY A SOCIETY COMMITTEE OR
PRACTICESECTION**

The following policy is adopted as a guideline to those who are responsible for planning and conducting seminars sponsored by Society committees or practice sections.

When planning live or distance learning events, Practice Sections or Society committees shall establish a participant registration fee that is sufficient to reimburse the Society for its costs of administrative support, unless otherwise approved in advance by the Board of Directors or the Executive Committee.

FES shall charge \$10 per person per approved Chapter sponsored and administered learning events to cover FES staff expenses associated with PDH approval and recording.

Approved by the FES Board of Directors
June 12, 1981

Amended by the FES Board of Directors
August 1, 1991

Reaffirmed by the FES Board of Directors
September 21, 1995
July 29, 1999

Amended by the FES Board of Directors
November 7, 2008

Amended by the FES Board of Directors
June 11, 2010

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP No. 39)**

MEMBERSHIP PINS AND CERTIFICATES FOR NEW MEMBERS

At the time of initial enrollment as a member of the Florida Engineering Society and upon payment of the New Member Enrollment Fee all new FES members, except Student Members, shall be presented, at no additional cost to the new member, a FES membership pin and membership certificate.

Approved by the FES Board of Directors
October 13-14, 1972

Reaffirmed by the FES Board of Directors
August 1, 1991
September 21, 1995
July 29, 1999
November 7, 2008

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP No. 40C)**

CANCELLATION & REFUND POLICY ON REGISTRATION FEES FOR CONFERENCES, MEETINGS, SEMINARS, ETC.

As a general practice in the financing, planning, and conduct of conferences, meetings, seminars, etc., participants are encouraged to register well in advance of the date of such activity. As a general practice those who register well in advance for such activities are able to take advantage of special reduced rate registration fees while those who register "at the last minute" usually pay a slightly higher registration fee.

It is recognized that final plans and arrangements for conferences and meetings are based to a large extent on the number of people that indicate they are planning to participate by registering in advance. To some extent the commitments for final plans and arrangements based on such information involves unrecoverable expense.

It is recognized that there are times when participants who have preregistered may not be able to attend and participate in the activity as planned and must cancel due to circumstances beyond their control. When the circumstances preventing the registrant's, attendance are such as to be beyond his control, requests for registration cancellation must be received in writing from the participant before 5:00 p.m. at least 10 business days prior to the event. The cancellation fee is \$50. No refunds will be issued for cancellations submitted less than 10 business days prior to the event.

Substitutions are permitted at any time. However, if non-members replace members, a full registration fee will be charged. The difference in fees will be charged at the registration desk prior to participation in the event.

Adopted by the Florida Engineering Society Board of Directors
February 9-10, 1973

Amended by the FES Board of Directors
December 13, 1984
August 1, 1991

Reaffirmed by the FES Board of Directors
September 21, 1995
July 29, 1999

Amended by the FES Board of Directors
November 7, 2008

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP No. 42A)**

DEFINITION AND ADMINISTRATION OF AN INACTIVE STUDENT CHAPTER

When the membership and/or activity levels of a Student Chapter are considered by the Student Professional Development Committee to have reached an undesirable level, the Student Chapter's Charter may be de-activated and the Student Chapter placed in an inactive status by action of the Board of Directors. Such action of the Board will be based on the recommendation of the Student Professional Development Committee.

Failure to submit an Annual Report; failure to maintain a satisfactory level of student chapter activities; failure to maintain a satisfactory number of Student Members; and student chapter activities not in keeping with the honor and dignity of the Society and the engineering profession shall be considered as reasons for recommending de-activation of a Student Chapter. Qualifications to operate a FES Student Chapter are set forth in FES Administrative Policy (AP No. 13A).

When a Student Chapter is in an inactive status it shall not be eligible to receive financial allotments or financial support from the Society.

For an inactive Student Chapter to return to an active status it must submit a completed FES Student Chapter Application Form and receive the approval of the Society's Board of Directors. FES Student Membership Application Forms for all student members must accompany the submittal of the Student Chapter Application Form. Resubmittal of previously approved Constitution and Bylaws is not required.

Approved by the Florida Engineering Society Board of
Directors
February 9-10, 1973

Amended by the FES Board of Directors
August 1, 1991

Reaffirmed by the FES Board of Directors
September 21, 1995
July 29, 1999
November 7, 2008

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP No. 43D)**

APPOINTMENT OF FES STUDENT CHAPTER FACULTY ADVISORS

Each FES Student Chapter shall have a Faculty Advisor who shall be a full-time member of the faculty of the institution at which the Student Chapter is chartered. To be eligible for appointment as a Faculty Advisor, the person should preferably be a licensed professional engineer and a member of the Florida Engineering Society.

The term of appointments of Faculty Advisors shall be for one year and shall be concurrent with the period of the Academic Administrative Year. Faculty Advisors may be appointed to serve successive terms without limit.

The appointment of a Faculty Advisor shall be made by the Dean of the College in which the Engineering school is located.

Approved by the Florida Engineering Society Board of Directors
February 9-10, 1973

Amended by the FES Board of Directors
August 1, 1991
September 21, 1995
July 29, 1999
November 7, 2008

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP No. 44E)**

FES LIFE INVESTMENT PROGRAM

1. The FES Board of Directors approved closing the Life Investment Program to new applicants on August 4, 1994, as there has been no recent request for participation, and the fund supporting the program is depleted. All current participants will continue to receive benefits as described in the following policy.
2. FES Life Investment Program current participants will have dues paid for life regardless of the amount of annual dues that may be approved by National (NSPE), State (FES) or the FES chapter in the future.
3. Termination of membership in the Society for any reason by a participating member will cause a forfeiture of any further benefits.
4. A participating member in the FES/LIP moving to another state will continue to receive FES benefits and will have NSPE dues paid, but not local chapter dues.
5. Any responsibilities previously assigned to the FES/LIP Board of Trustees shall become the responsibility of the FES Budget Committee.

Adopted by the FES Board of Directors October
2-3, 1970

Revisions approved by the FES Board of Directors

October 11-12, 1973
June 24, 1978
June 12, 1981
August 1, 1991
August 4, 1994

Reaffirmed by the FES Board of Directors
August 6, 1998
August 6, 2009

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP No.
46D)**

PRACTICE SECTION FUNDING

The Florida Engineering Society recognizes the need of its practice sections to provide services for their membership and promulgate programs for the enhancement and betterment of professional recognition and status, conditions of employment, and other matters of mutual welfare.

Section 1

In order for practice sections to maintain services, the FES Board of Directors authorizes the practice sections to set their own dues, using their own rate structure, subject to the approval of the FES Board of Directors. These dues shall be a part of the mandatory dues section of the FES dues statement. Practice Section budgets will be submitted to the FES Board for approval as part of the yearly FES organization budget.

Section 2

A practice section wishing to provide a service or program to its members, and whose fund balance does not permit the necessary expenditures, may request that the Board of Directors or Executive Committee authorize a specific amount for its use. The written request shall contain a description of the program and an estimate of the amount of money needed to conduct the program. Upon approval of the Board of Directors or the Executive Committee, the money will be transferred to the practice section fund to be used for the specific purpose requested. The practice section may or may not be obligated to repay the authorized monies expended.

Approved by the FES Board of Directors
January

February 8, 1982 Amended by the FES

Board of Directors

March 25, 1983

August 3, 1989

November 15, 1990

Reaffirmed by the FES Board of Directors

August 5, 1993

Amended by the FES Board of Directors

August 14, 1997

Reaffirmed by the FES Board of Directors

June 15, 2001

November 7, 2008

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP 47E)**

HEADQUARTERS OPERATIONS AND EXECUTIVE DIRECTOR PERFORMANCE EVALUATION

In order for the Board of Directors of the Florida Engineering Society to develop and maintain a proper balance between aims, objectives and action plans of the organization versus Society resources, it is the policy of the Florida Engineering Society to conduct a periodic review of headquarter's operations. It is also the policy of the Florida Engineering Society to provide the Executive Director with an annual performance evaluation.

Headquarters Operations:

A Headquarters Operations Committee consisting of the current presidents, presidents-elect and immediate past presidents of FES and ACEC-FL shall have the responsibility for periodic reviews of headquarter's operations. The Chairperson of this Committee shall alternate between the FES and ACEC-FL Presidents commencing with the FES President in 1994-95. The Executive Director shall be an ex-officio member of the Committee for the purpose of review of headquarters operations only. The Committee shall report its findings to the FES Board of Directors at least annually.

The review of the headquarter's operations shall include, but not be limited to:

- 1) Discussions with the Executive Director concerning:
 - Daily operations
 - Budget
 - Staffing needs
 - Communication throughout the organization
 - The impact of the current or proposed major action items on FES/ACEC-FL operations

- 2) Interviews with staff members:
 - Regarding their views of current operations
 - Providing an opportunity for their input as to potential improvements

Executive Director Performance Evaluation:

An annual evaluation of the Executive Director shall be conducted by the Headquarters Operations Committee. A summary of the evaluation shall be presented to the FES Board at the Annual Meeting. After input by the FES Board of Directors in Executive Session (voting Board members only), the Presidents of FES and ACEC-FL shall meet with the Executive Director and present a written evaluation with any Board comments prior to October 1st. A mid-year evaluation may be conducted at the discretion of the Presidents or the FES/ACEC-FL Board of Directors.

Executive Director Compensation:

The Board hereby delegates to the Headquarters Operations Committee, the authority and responsibility to determine compensation of the Executive Director.

Approved by the FES Board of Directors
June 12, 1981

Amended by the FES Board of Directors
August 1, 1991

Amended by the FES Board of Directors
March 7, 1996

Amended by the FES Board of Directors
August 6, 1998

Amended by the FES Board of Directors
April 10, 2007

Amended by the FES Board of Directors
January 30, 2018

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP No. 49C)**

PRESIDENT'S, PAST PRESIDENT'S AND PRESIDENT ELECT'S TRAVEL FUND

If requested, a reasonable amount will be budgeted to defray cost of President's, Past President's, and President Elect's chapter related activities for their use at their discretion. Such activities undertaken in support of the chapter may include, but are not limited to, installation ceremonies, state of the State addresses, general membership meetings, business meetings and special events.

Adopted by the FES Board of Directors
August 6, 1987

Amended by the FES Board of Directors
July 30, 1992
August 14, 1997
November 7, 2008

FLORIDA ENGINEERING SOCIETY ADMINISTRATIVE POLICY
(proposed AP No. 50B)

FES LOGO, RULES FOR USE

Official Use:

The FES logo is the official insignia of the Florida Engineering Society and is to be used for official purposes of the state Society, practice sections and chapters of the Society.

The following uses are indicative of the type of materials on which the logo may be used by the state Society, practice sections or chapters:

- Magazines, newsletters, FES Websites and other publications
- Official reports
- Stationery
- Official programs and agenda
- Identification cards, buttons or other identifying media to be worn by members in attendance at meetings
- Decorative banners, flags and identifications
- Awards and plaques
- Membership cards
- Certificates
- Jewelry
- Gift items as approved by the Board of Directors
- Special endorsements or Programs as approved by the Board of Directors

Member Use:

Use of the logo shall only be in the context of membership in good standing in the Society and shall always be preceded by the words "Member of." Use of the logo shall in no way be in the context of or imply an endorsement by FES. The Board of Directors reserves the right to restrict use of the logo by members.

The following uses are indicative of the types of materials on which the logo may be used by members in good standing of the Society:

- Brochures
- Stationery
- Business cards
- Car decals/emblems (produced by FES)
- Websites

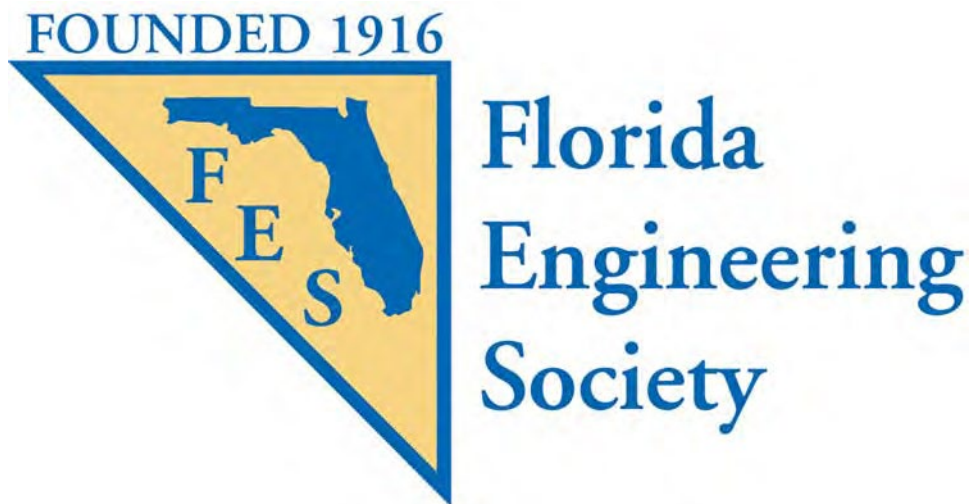
Logo Design Standards:

Conformity and branding of FES' chapters for consistency and power of a single voice is critical. FES and student chapters must use logo for banners and shirts as provided online at <http://www.fleng.org/chapter-logos.cfm>.

Branding isn't just a matter of looks. In fact, an organization's graphic identity includes the logo, the name, the color palettes, and other design treatments.

LOGO:

The dimensions shown illustrate the appropriate size use of the logo. All logo usage must be within the allowable range.



This logo replaces all previous logos for all society products including printed materials, publications, stationery, jewelry, banners, certificates, and audio-visuals. The font is Adobe Garamond. The text "FOUNDED" will be all in upper case. The text on the right will be spelled out and stacked with initial uppercase letters. The "F-E-S" inside the triangle will be in uppercase.

Using the Correct Colors:

The official color of the Florida Engineering Society is PMS #293 Blue (the CMYK equivalent build is C100, M56, Y0, K18) and PMS #134 Yellow (the CMYK equivalent build is C0, M20, Y65, K0).

The FES logo may not be altered in any way without permission of the Board of Directors. Cuts of the logo are available at cost from state headquarters. On materials for personal use, members shall submit a proof of the item using the logo to FES headquarters for approval prior to use.

Adopted by the FES Board of Directors
April 1, 1991

Reaffirmed by the FES Board of Directors
September 21, 1995
July 29, 1999

Amended by the FES Board of Directors
June 15, 2001
Reaffirmed by the FES BOD:
November 7, 2008
February 5, 2013

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP NO. 51A)**

SELECTION PROCEDURE FOR STUDENT BOARD MEMBER

Selection Method

The student board member shall be elected to serve a one-year term beginning on the final Saturday of the FES Annual Meeting as follows:

Each year, the student chapter Annual Reports shall be due by May 1st. The Annual Reports will be judged to select the most active chapter. A representative from the first, second and third place winners of the Most Active Student Chapter Award contest will then be requested to provide the name of one nominee from their chapter. This member must be an active FES student chapter member and may or may not be an officer. Each chapter is responsible for the selection method of this nominee.

The nomination must be submitted in writing by June 1st, along with a maximum one-page resume' of the candidate's background and qualifications to FES State Headquarters.

The ballot, accompanied by the candidates' biographical information, will be sent to the Student Professional Development Committee, who will then select the FES Student Board Member, by vote not later than July 1st.

Results of the vote will be tabulated by FES Staff and announced at the FES Annual Meeting. The first, second, and third place candidates will be notified of their selection prior to the Annual Meeting in sufficient time to allow them to schedule travel to the Annual Meeting.

Each of the nominees will be invited to attend the FES Board meeting that is scheduled between the nomination date and the Annual Meeting.

Seating of Proxies

The second and third place students will serve respectively as proxy for the Board Member if he or she is unable to attend a Board meeting.

Approved by the FES Board of Directors
August 5, 1993

Amended by the FES Board of Directors
August 14, 1997

Reaffirmed by the FES Board of Directors
November 7, 2008

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP No. 52)**

FES RESERVE FUND

The Board of Directors of the Florida Engineering Society recognizes that prudent management of the Society's resources requires that some funds be set aside each year in reserve in order to protect the Society in times of adverse economic conditions or where the need for major expenditures may arise. Therefore, it is the policy of the Society that not less than \$20,000 be budgeted and funded for reserves on the first day of the fiscal year, and that the reserve fund be established for the purpose of accumulating the budgeted funds with the goal of maintaining an amount equivalent to six-months operating expenses.

Obligation and transfer of funds from the reserve fund shall require approval by two-thirds of the members of the Board of Directors present and voting.

Approved by the FES Board of Directors
November 29, 1994

Reaffirmed by the FES Board of Directors
August 6, 1998
November 7, 2008

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP No. 53B)**

DUTIES OF THE REGIONAL VICE PRESIDENTS

Duties of the Regional Vice Presidents shall be assigned by the President and shall include the following:

1. Liaison between the chapter directors assigned to them, the Executive Committee, and the Board of Directors
2. Maintaining active visitation program to the chapters assigned to them.
3. Making presentations to the chapters assigned to them on the important issues before the Board.
4. Maintaining dialogue with the chapter officers through the chapter directors.
5. Providing an orderly transition of information to the succeeding Regional Vice President at the end of term to provide continuity.
6. Other duties as requested by the President.
7. Submit written reports of the Regional VP to the FES Board of Directors, as requested.

Mileage expenses only, at the applicable IRS rate, shall be reimbursed to the FES Regional Vice Presidents and shall not exceed \$300 per Regional Vice President per year. These expenses shall be taken out of the chapter activities line item of the FES Budget Comparison Report.

Adopted by the FES Board of Directors
July 29, 1999

Revised by the FES Board of Directors
January 12, 2001
November 10, 2004

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP NO. 54A)**

ANNUAL CONFERENCE - HOST OF FES FUNCTIONS

During the Florida Engineering Society Annual Conference, the leadership of the Society passes from the outgoing President to the incoming President. In order that there be no confusion between these individuals and staff, the outgoing President is designated as the Official Host of the Annual Conference FES Functions.

The outgoing President will also be given the use of complimentary hotel accommodations negotiated by the Society in the meeting site hotel contract. Finally, the outgoing President will host the "After Party" following the FES Dinner.

Adopted by the FES Board of Directors
November 19, 1998

Amended by the FES Board of Directors
November 7, 2008

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP NO. 55)**

YOUTH INTERACTION POLICY

The Florida Engineering Society (FES) sponsors several activities for school children at the chapter and state level. These programs are provided as a means to promote the profession of engineering and to stimulate youth interest in math and science. Recognizing the changes within society, FES has developed policies and procedures to ensure that its programs are safe for all participants. FES does not tolerate any form of child abuse in its programs and will take all necessary steps to protect its members and youth from such situations.

The following policies have been developed to provide security for minor children involved in FES-sponsored activities and to provide protection for members against false allegations of abuse.

Two-deep leadership. Two FES members or one FES member and a parent of a minor, one of whom must be at least age 21 or older, are required for all FES-sponsored events, trips or programs attended by minor children.

No one-on-one contact. One-on-one contact between FES members and minors at FES-sponsored events or programs is prohibited. When personal conferences are necessary, the meeting shall take place in view of other FES members or adults.

Separate accommodations. On trips or at FES-sponsored programs, no minor is permitted to share a room with a FES member except for their own minor children.

No secret organizations. The Florida Engineering Society does not recognize any secret organizations as part of its program. All activities are open to observation by parents and FES members.

The policies are based on avoidance of situations that could lead to abuse. Failure to comply with these policies shall be reported to the Executive Director and may result in disbarment from future FES activities and/or revocation of membership.

Adopted by the FES Board of Directors
August 14, 1997

Reaffirmed by the FES Board of Directors
June 15, 2001
November 7, 2008

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP NO. 56B)**

FES CHAPTER FINANCE POLICY

The following policy is adopted as a guideline for FES Chapter Treasurer's. Their responsibilities for record keeping and subsequent communication to FES headquarters are addressed.

FES Chapter Finance Policies

Chapter Treasurer Duties:

1. Chapter Treasurer prepares the annual Chapter budget at the beginning of each fiscal year (October 1 - September 30). The budget shall be prepared by the incoming Chapter Treasurer with assistance from the preceding Chapter Treasurer. The State Directors, Chapter Presidents and Chapter Treasurers shall be notified in advance, that the Chapter year-end financial reports are due by October 31^{set}.
2. Prepare, in cooperation with the Chapter President, a year-end financial report (the sample Chapter Balance Sheet and Chapter Statement of Revenue and Expenses are the year-end financial reports) to be submitted to the FES Staff Designee.

Year-end financial report due October 31.

Each year's Chapter Treasurer is responsible for Chapter records until that year's final financial report is complete and filed with the FES Staff Designee.

(Note: This report must be received by the FES headquarters office prior to dues remitted to Chapters, since this information is necessary to prepare the FES tax return.)

3. Furnish financial report updates at Chapter Executive Committee meetings.
4. Maintain the Chapter's financial records (which include checkbooks, receipts, bank statements, etc.).
5. Please call or e-mail the accounting department at State Headquarters (850) 224-7121 or fes@fleng.org with any questions.

General FES Chapter Fiscal Policies:

1. The fiscal year of the Chapters shall begin on October 1 of one year and end on September 30 of the following year.
2. The Chapter dues shall be collected by FES headquarters and remitted to the Chapters on a quarterly basis (December 31, March 31, June 30 and September 30).

3. The Chapter funds may be expended for such purposes as established by this Chapter Executive Committee so long as said disbursements are not in conflict with the objectives, purposes and guidelines of the Florida Engineering Society Chapter Charter and are in accordance with their Chapter budget.
4. The Chapters are responsible for managing their own funds and they should be encouraged to have meaningful programs for their members within their resources.
5. Any Chapter that produces a taxable effect (for federal or state income tax purposes) for FES shall reimburse the FES State headquarters for that amount of tax plus any applicable interest and penalties.

Note: what revenue is taxable is an issue that is ever changing, so please contact the FES Staff Designee for further guidance.

Adopted by the FES Board of Directors
July 29, 1999

Amended by the FES Board of Directors
August 6, 2009

Amended by the FES Board of Directors
January 30, 2018

NOTE: PLEASE CONTACT THE STAFF DESIGNEE AT FES HEADQUARTERS FOR A COPY OF THE CHAPTER BALANCE SHEET AND THE CHAPTER STATEMENT OF REVENUE AND EXPENSES.

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP No. 57)**

DUTIES OF THE FBPE LIAISON

The FBPE Liaison shall maintain communication between the Florida Engineering Society (FES) and the Florida Board of Professional Engineers (FBPE). Specific duties shall be assigned by the President and shall include the following:

1. Serve as an elected officer in the FES and attend all meetings of the FES Board of Directors and the Executive Committee.
2. Attend all business meetings of the FBPE and act as spokesperson for the FES at those meetings.
3. Attend meetings of the Florida Engineers Management Corporation (FEMC), as deemed necessary.
4. Inform the FES President, Executive Director, and/or their delegated representatives, of issues affecting the FES or its members.
5. Monitor the results of FEMC meetings, FBPE Disciplinary Hearings and the work of appropriate FBPE and FES committees to stay informed on the issues.
6. Stimulate interaction between the FES and FBPE staffs, Boards and committees, when appropriate.
7. Inform the FES Nominating Committee of upcoming vacancies on the FBPE or FEMC and serve as ex-officio member of the Nominating Committee for the purpose of selecting nominees to fill those vacancies.
8. Submit written reports to the FES Board of Directors, as requested.
9. Prior to the final year of service, serve as an ex-officio member of the FES Nominating Committee for the purpose of identifying a successor. Provide an orderly transition of information to the succeeding FBPE Liaison during the last year of service.

Reimbursement for travel expenses and lodging shall be included in the FES budget. Such expenses may include meetings of the FBPE, FEMC, their respective committees, as well as hearings related to actions by the FBPE or FEMC. These expenses shall be included in the Chapter Activities line item of the FES Budget Comparison Report.

Adopted by the FES Board of Directors
April 10, 2007

**FLORIDA ENGINEERING SOCIETY ADMINISTRATIVE POLICY (AP No.
58B)**

EMERGENCY RECOVERY PLAN

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Introduction

There exists the potential for a number of situations that occur without prediction and require a speedy and efficient recovery. A coordinated effort must be made to assure the response is calculated toward the end result of total recovery. This Emergency Recovery Plan is intended to prepare as much as possible, the Society –its leadership and staff- to move through the recovery period.

The Emergency Recovery Plan will address the three major areas where an emergency situation may arise and will require intentional direction to begin, proceed through, and prosper after the emergency passes. Those three areas include, but are not limited to, closure of the Society's Headquarters Office in Tallahassee; the cancellation or postponement of the Society's annual conference; and/or the loss of a key Society leader.

This Plan should be on hand at all times and should be provided to the elected leadership of the Society so that all are able to participate in the response. It should also be reviewed on a regular basis to assure that it provides a current response plan that is in concert with the Society's organizational documents as well as current insurance coverage.

CLOSURE OF THE EXECUTIVE OFFICE

Insurance is maintained on the Society's Headquarters Office Headquarters building located at 125 South Gadsden Street, Tallahassee, Florida 32301. Contact the insurance carrier listed on the Key Contact Information page of this manual.

The insurance policy provides coverage for the building and its contents. A listing of property owned by or leased by the FES is maintained and can be provided to adjusters as necessary.

It may be necessary to close the Society Headquarters for inclement weather, or because the building has suffered destruction, damage, or has been rendered unsafe. Every effort will be made to prepare the building in order to limit the potential for destruction, damage, or becoming unsafe.

Inclement Weather

If there is impending inclement weather that may result in damage to the building the following plan of action should be followed.

The President of the FES Board of Directors should be notified and advised of the weather danger and kept abreast of plans to prepare and close the office building. The Executive Director shall take the lead in assessing the potential for weather damage and shall assure the office is protected. The Executive Director shall also take the lead and coordinate the assigning of specific duties to each staff member to be carried out according to the plans of action outlined within the emergency recovery plan. However, the staff will take the necessary precautions concerning their homes first before reporting to headquarters to ready the office for evacuation.

Appropriate staff will be trained in the proper emergency recovery plan protocol, and this will be added to their job descriptions.

Communication should be made with the Board of Directors advising them that the Office is being closed and giving a projected date when the office will re-open. Include in the communication, a point of contact other than the Executive Office phone in the instance that staff cannot return to the office building (home phone numbers, cell phone numbers, etc.).

Notify Century Link (or current provider) of individuals other than office staff who are authorized to make decisions to get the phones operational (forwarding calls may be necessary) in the absence of the office staff.

Computer Preparation Checklist:

- ___ Prepare a set of backup tapes for the computer servers.
- ___ Assure that the remote off-site backup is made directly prior to turning the server off.
- ___ Advise IT Director that the servers are being powered down and to place a website notification that on-line dues renewals and meeting registrations will not be available include a projected date when everything will again be operational.
- ___ Disconnect all computers from their power source and wrap all computers with plastic.
- ___ Place all computers off the ground so they are not affected by flood water.
- ___ Assure that someone takes home the on-site backup tapes and sends a copy to the FES and ACEC-FL presidents via USPS/UPS/FedEx.

Other Office Equipment Checklist:

- ___ Copier – wrap the copier in plastic and disconnect it from its power source.
- ___ Fax Machine – wrap the fax machine in plastic and disconnect it from its power source.
- ___ Postage Machine – wrap the machine as best possible in plastic and disconnect it from its power source.
- ___ Refrigerator and Freezer – empty all contents of the refrigerator and freezer, including the ice maker. Disconnect the power source.
- ___ Microwave – disconnect the microwave from its power source.
- ___ Air Conditioner/Heater Units – turn all units off.
- ___ Have a voice mail message recorded that advises callers that the office is closed and give a projected date of when the office will be operational.
- ___ Assure that Sonitrol (our alarm company) has all contact numbers of key staff to contact in case of emergency (home phone numbers, cell phone numbers).
- ___ Assure the Executive Director has the alarm codes and

passwords. External Preparation:

- ___ Tape all windows and doors. If time allows, board windows and doors. If boarding is possible, post emergency contact information on front door board.
- ___ Close all blinds in the office where there are external windows.
- ___ Relocate all external trash cans so that they are unable to become projectile objects.
- ___ Inspect the exterior of the building and see that any tree limbs, trash objects, etc., are removed as best as possible in the time allowed.

Miscellaneous Preparation:

- ___ The blank checks and checkbooks should be taken home by the Staff Designee, and the Treasurer shall be given a list of check numbers contained within each checkbook that is taken home by the Staff Designee as well as the associated bank account numbers. In the event that the Staff Designee cannot do this, the Executive Director shall assume this duty.
- ___ Bank contacts should be given to the Treasurer.
- ___ Insurance policies should be taken home by the Executive Director with copies given to the FES President.
- ___ Key contact numbers should be taken home by each staff member. (Velocity Online, Sonitrol, etc.)

___ The following files should be taken home by the Executive Director with copies given to each staff member: postage machine lease, tenant contact information and lease, copier lease and the like.

Staff Preparation:

- ___ Assure that each staff member has contact phone numbers for each other.
- ___ Establish a certain time that each staff member is to phone the Executive Director.
- ___ The Executive Director should assure that s/he has the emergency contact numbers and e- mails for the voting members of the Board of Directors and shall establish a date by when they will contact the President to provide updated information.

Afterwards:

- ___ An assessment of the office should be made noting damage and taking photographs/videos of any visible damage. These photographs/videos can be compared to the photographs/videos that are periodically taken of the building and its contents to note any vandalism, theft, damage, etc.
- ___ Immediate notification of insurance provider should be made and a schedule determined of when an adjuster can arrive.
- ___ If the building is unable to be re-occupied, the Executive Director shall immediately notify the President and establish a plan to notify the Board of Directors.
- ___ A notice to the membership should be distributed advising them of any temporary office locations, phone numbers, and an expected date of operation.
- ___ If the building is unable to be reoccupied, notification for deliveries should be made to the following: US Postal Service, UPS, FedEx, and a notice placed on the building. Also notify neighbors so they can assist.
- ___ The bank(s) that FES uses should be notified.

For Reasons Other than Weather

- ___ Immediately notify the President of the Board of Directors and determine a schedule and method for communicating with the Board and membership.
- ___ An assessment of the office should be made noting damage and taking photographs or video of any visible damage.
- ___ Immediate notification of insurance provider should be made and a schedule determined of when an adjuster can arrive.
- ___ A notice to the membership should be distributed advising them of any temporary office locations, phone numbers, and an expected date of operation.
- ___ If the building is unable to be reoccupied, notification for deliveries should be made to the following: US Postal Service, UPS, FedEx, and a notice placed on the building. Also notify neighbors so they can assist.
- ___ The bank(s) that FES uses should be notified.

CONFERENCE

The Annual FES Conference presents a number of potential opportunities for the need to utilize emergency recovery procedures. Destruction of the host facility and weather are the two most pressing circumstances which could result in total or partial cancellation of the event.

Destruction of Conference Host Facility

If notified that the conference host facility has been damaged to the degree that it is no longer possible to host the conference or has been destroyed, the following steps should be taken:

- ___ Contact the host facility and clarify the damage to the facility to determine whether any part of the conference can take place at the facility.
- ___ Notify conference cancellation insurance carrier immediately to discuss options.
- ___ Notify the Board of Directors and advise them what direction has been given from the insurance carrier contact.
- ___ After developing a plan of action, immediately distribute notification to the membership and conference attendees including vendors.
- ___ Notify the conference drayage company with alternative plans.
- ___ Contact our Attorney to discuss litigation with the facility.

Preparations must be made to address concerns of those (speakers, vendors, etc.) who may have incurred expenses with travel, shipping, etc. The best you can do is to attempt to appease them unless the conference insurance carrier advises that these expenses will be reimbursable.

Weather Causing Cancellation of Conference

Cancellation Prior to Commencement of Event

Caution should be taken if considering cancellation of the conference because of impending weather prior to the commencement of the event. The insurance carrier should be contacted and direction received from them prior to making a decision to cancel the event. It could be that the insurance carrier advises to move forward with the event and make a claim at a later date, or they may advise to begin cancellation procedures immediately. They should be the decision maker in this case to alleviate future challenges on the insurance claim.

Cancellation Once Event Has Commenced

An emergency kit should be taken to the event and should include the following items:

- ___ Insurance Policy with contact name and phone number,
- ___ Society letterhead for making official notifications.
- ___ Webmaster contact name, phone numbers (including afterhours contact numbers).
- ___ Emergency contact name and numbers for staff members (who to contact on their behalf).
- ___ Cell phone and other contact numbers for speakers.
- ___ All contact numbers for drayage company.
- ___ Supplies to include: flashlights, battery operated radios, water, etc.
- ___ Charged backup batteries for computers.

Care should be taken to arrange for the following to be available on-site:

- ___ Internet access to weather and news.
- ___ Cell numbers and emergency contact numbers for senior management resort Personnel.

- ___ Cell numbers and emergency contact numbers for drayage company.
- ___ Cell numbers and emergency contact numbers for transportation companies being used for the event.
- ___ Have copies of insurance policies and an up-to-date copy of the host facility

contract – assure it has the most updated room block numbers (that is what the insurance carrier will reimburse when dealing with attrition) in the form of an addendum to the contract.

In an attempt to plan ahead, the following message should be contained on any receipts or confirmations sent prior to the event:

“If impending weather occurs or a situation that may affect the Annual Conference, call (list contact name and phone number) or check the FES website at www.fleng.org for an update on the status of the event.”

Also, post the policy on refunds in the event of full or partial cancellation. This will help at a later date when you need to handle the claim with the insurance carrier.

Print a copy of the event rosters prior to leaving for the event. You may need this in settling the insurance claim.

Know what the host facility’s emergency and evacuation plans are. Review your procedures with them so they know what you expect to occur and how communication will be maintained during the event of an evacuation or cancellation.

Do not depend on the host facility if evacuation has to occur. They will not have the most up to date information on your procedures. Your members will want to speak to an FES contact. Also consider that if a major weather event occurs, the host facility may lose phone service.

As it becomes clear that you have a situation that will require evacuation, track the progression of the weather event on your computer and maintain constant communication with the hotel security who will also be watching the event. Constant communication with staff members should be maintained throughout the steps below. Also keep in mind that many of the steps below will be occurring simultaneously. (If it appears that the weather event will also affect the Headquarters Office, arrangements should be made for preparation of the office per this plan.) The Executive Director shall take the lead and coordinate with the Society’s office staff to assure that the members/guests are frequently informed with the most current, up-to-date information concerning the situation.

The following steps should be taken on-site:

1. Notify the insurance carrier that a potential exists for cancellation and have them advise you of steps to be taken – note the time and date of the phone call as well as who you have spoken to. Be sure to clarify the following:
 - a. When should the call to cancel/evacuate be made? (Advise them if the resort is going to be evacuated – that takes the decision to cancel out of our hands.)
 - b. What is reimbursable? There may be a difference if the event is totally cancelled or partially cancelled or if you move forward with the event and experience a loss of participants because they are called home for service.

- c. Do they require official notification of your decision? If so, arrange for that to be placed on official letterhead and faxed.
2. Create and post a checklist and update it regularly.
3. Meet immediately with host facility staff to advise them and to receive instruction from them – will they be evacuating the facility? Will it be available for any of your members who may not be able to return to their homes? Determine a certain time to meet again with host facility management.
4. Meet immediately with your Board of Directors and create a plan for notifying the membership as well as installing the new board prior to evacuation.
5. Assign responsibility to staff – gas vehicles, charge cell phones, post notice on the website, pull daily registration forms, and make telephone contact to advise them not to travel to site.
6. At second meeting with host facility staff, the following should be established:
 - a. What is their plan – reiterate it?
 - b. How will they handle early departures – will there be fees to your members? Attempt to minimize penalties to your members but be sure you have coverage from the insurance carrier to cover any of those mitigated charges such as attrition.
 - c. Establish a deadline to make the final call to cancel the event.
 - d. What can you leave on-site – supplies, decorations, equipment, etc.? Keep in mind that if you are leaving the facility because it is in the area that has potential to be impacted whatever you leave behind may be destroyed.
 - e. Establish a referral number for the host facility front desk to refer callers. Don't depend on front desk staff to give the most up-to-date and accurate information on the status of the event.
 - f. Reduce meal counts if you have participants staying on-site and you are able to continue with a portion of the event.
 - g. Call the contact on any leased equipment that is at the facility in FES's name. They should pick up equipment immediately or arrange to have it left at the site to be picked up at a later date. Be sure you follow up by faxing them a letter notifying them that you have contacted them and that the equipment is being left on-site.
 - h. Negotiate a payment date for the bill – considering any cash flow issues that may occur. Keep in mind you may wish to make refunds before you receive the insurance claim check.
7. Meet with the Board
 - a. Check your Bylaws on installation of officers.
 - b. Cancel board meetings if necessary.
 - c. What will be your refund policy?
 - d. What does the insurance carrier advise?
 - e. Have an idea of the cash flow impact to advise them on whether to refund or defer to next year, make a decision, and be prepared to stick with it.
 - f. Update them on how membership and participants are being notified.
8. Notify your members/vendors using any or all of the following:
 - a. Meeting space intercom system.
 - b. Meeting space television system.
 - c. Notices under sleeping room doors.
 - d. Flyers on cars.
 - e. Walk the meeting rooms.
9. Meet with the drayage company if they are still on-site. Arrange with the host facility what will happen to freight that is left on-site.

10. Communicate with any off-site venues (tours, socials, etc.) and advise them of the cancellation. Make note of the time, date, and who you speak with.
11. Communicate with transportation companies to cancel any transportation needs. Make note of the time, date, and who you speak with.

12. Determine a method of communicating with daily participants who may be traveling to the conference – website message, phone message at the Headquarters Office, call agency contacts – determine which is best for the situation. If possible, ask a contact from each agency that is present at the conference to handle notifying the staff of their agency. This will relieve you of that responsibility and allow you to move on to other pending items.
13. Call speakers who would be traveling to instruct them on what to do.
14. Post cancelled sessions to the website when the conference is continuing but some speakers can't make it.
15. Cancel speakers' hotel rooms once they let us know they will not be coming or once we have asked them not to come.

Prior to staff departure from site, establish with the host facility when items left behind will be retrieved, and provide them with emergency contact numbers for key staff members.

Create a list of key staff members and emergency contact numbers and provide that to the FES President so communication may be maintained if the staff is returning to an area which may also be affected by the storm. The Executive Director shall maintain a list of emergency contact information for all staff and shall establish a plan of communication with them after the weather event. In the event that the staff may be returning to an area that may be affected by the weather event, the Executive Director will advise the staff of the procedures to follow upon their return.

After the Cancellation

Update the insurance carrier and clarify what steps need to follow. (What needs to happen now? What documentation will be required for the claim? Is there a deadline to make a claim? What can be claimed? How does the claim need to be made – writing, email, fax, etc.? When can the claim be settled?)

Call the host facility and arrange for pick up or shipment of anything left behind.

Communicate with the membership. Restate your refund policy (give a date when refunds must be claimed by). Keep in mind that some of your members may be in an area that you cannot establish communication with. Let members know that their refund may depend on what you can claim on the insurance. Set a conservative date by when they can expect their refund.

Assess your available cash – do you have ample cash flow until the insurance claim is settled, or do you need to transfer funds?

Update your Board constantly on what is occurring.

Establish your record keeping. Most likely the insurance company will need to see the following:

- Past three years' budgets for the conference event.
- Current budget for the conference event.
- Attendance reports (pre-event and post event).

- Print reports from database prior to making refunds, cancellations, etc. These will be needed to show comparisons of registration/attendance prior to the cancellation and after the cancellation.

Evaluate the response and the recovery process. Make adjustments for the future. There is no better learning experience than to go through the emergency. It will help us to be better prepared the next time an emergency occurs.

LOSS OF KEY LEADER

In the event that a key leader of the Society passes away, is incapacitated and cannot continue their service, or otherwise leaves the organization, immediate attention should be taken in order to maintain consistency in the organization.

Loss of Board Members

If the key leader is a Board member, reference should be made to the Articles and Bylaws which will establish some process for replacement. The Articles and Bylaws clearly specify the procedure for the loss of the President of the Society. In the event that another vacancy of the Board is involved, the President fills all vacancies.

Immediate notification of the membership should take place, taking care to reveal only the necessary facts. The statement to the membership should be reviewed by the legal counsel prior to release to the membership.

Loss of Executive Director

In the event that the Executive Director is incapacitated, passes away, or otherwise leaves the organization, the Staff Designee shall immediately notify the FES President. The President shall immediately call an emergency meeting of the HQ Operation Committee to set the recovery process in place, as well as notify the Board.

The President should contact our Attorney and Accountant who can help in the decision making.

The interim Executive Director should be placed in the position by written notification assuring that the President provides the scope of their authority and when the interim period will expire. The President should immediately meet with all staff to reassure them and to provide them direction to follow through the interim period.

Bank signature cards should be changed immediately to reflect the signatures to be valid for the interim period.

Arrangements should be made with the family for them to retrieve any personal items from the Headquarters Office.

Arrangements should be made with the family to collect any property of the Society such as:

- Keys to the Headquarters Office and any storage facilities.
- Credit cards that are in the name of the Society. Note that if the Executive Director used personal cards for FES business, the family should be advised what steps to take to remit the bill for payment once it is received.

The President should determine with the Board of Directors the process that will ensue to replace the Executive Director. That process should be provided to staff once approved by the Board of Directors.

Loss of Other Key Executive Office Staff

In the event that any other key Executive Office Staff member is incapacitated, passes away, or otherwise leaves the organization, the Executive Director shall immediately notify the FES President. The Executive Director in conjunction with the FES President will inform the Board of Directors and membership. The Executive Director will determine when/if that employee will be replaced.

Arrangements should be made with the family for them to retrieve any personal items from the Headquarters Office.

Arrangements should be made with the family to collect any property of the Society such as:

- Laptop computer – if this was taken home by the key staff member.
- Keys to the Headquarters Office and any storage facilities.
- Credit cards that are in the name of the Society.

The Executive Director will work with the family contact on securing the contact information for any insurance policies that may have been maintained as a benefit of employment with the Florida Engineering Society.

KEY CONTACT INFORMATION

Accountant

Attorney

Bank

Conference Cancellation

Contract:

Expiration:

Investment

Accounts Insurance

Agent

Commercial Property Coverage

Commercial Automobile Coverage

Directors and Officers Coverage

Health, Dental, Life, and Long-Term Disability

Workers Compensation

Retirement Accounts

Approved FES Board
June 13, 2008

Amended by the FES Board of Directors
January 30, 2018

**FLORIDA ENGINEERING SOCIETY ADMINISTRATIVE
POLICY (AP No.59)**

JOINT VENTURE BETWEEN THE FLORIDA ENGINEERING SOCIETY AND FOR-PROFIT ENTITIES

In an effort to increase non-dues revenue and enhance the ability of the Florida Engineering Society (FES) to achieve its mission and better serve its members and the public, FES recognizes that joint ventures between FES and for-profit entities can be advantageous. In the event it is determined that a joint venture between FES and a for profit entity should be established, the parties will establish a joint venture under the limited liability company (LLC) provisions consistent with the applicable state laws. Because all activities of an LLC taxed as a partnership are imputed to each party, if the LLC activities are inconsistent with the exempt function or purpose of FES, FES could potentially face the revocation of its tax-exempt status. For that reason, FES shall only establish a joint venture with a for profit entity under the following circumstances:

1. The joint venture governing documents shall grant FES control over the joint venture board of directors;
2. The joint venture governing documents shall grant FES the authority to initiate and preclude action in furtherance of its exempt function;
3. The joint venture governing documents shall provide that the joint venture governing board has an overriding fiduciary duty to operate the LLC in a manner that furthers a tax-exempt purpose;
4. Participation in the LLC furthers FES exempt purpose;
5. The LLC permits FES to act exclusively in furtherance of its exempt purpose;
6. The LLC benefits only incidentally the LLC's for-profit entity member(s)

This policy shall be reviewed annually as part of the Audit process.

Approved by the FES Board of Directors
August 6, 2009

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP No. 60A)**

OBJECTIVE COMPENSATION

1. The Florida Engineering Society (FES) believes that the FES/ACEC-FL Headquarters Operations Committee should, within reason, be given latitude to determine the types and mix of compensation and benefits awarded to the FES/ACEC-FL Executive Director. FES believes it is important to provide sufficient incentives and rewards to executives and other employees to attract and retain the top talent to carry out the mission of the Florida Engineering Society.
2. The FES/ACEC-FL Headquarters Operations Committee has a fiduciary obligation to act in good faith and use business judgment in setting reasonable executive compensation commensurate with the services performed. Compensation includes all remuneration for services, including wages, insurance, deferred compensation and other economic benefits.
3. The FES/ACEC-FL Headquarters Operations Committee has an obligation to be sufficiently diligent and informed regarding compensation criteria and shall pay compensation in proportion to the executive's ability, services and time devoted to the Florida Engineering Society, difficulties involved, responsibilities assumed, evidence of what other similarly situated executives receive, successes achieved, economic conditions, and all other relevant facts and circumstances.
4. This policy shall be reviewed annually as part of the audit process.

Approved by the FES Board of Directors
August 6, 2009

Amended by the FES Board of Directors
January 30, 2018

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP No. 61)**

DOCUMENT RETENTION AND DESTRUCTION

The corporate records of Florida Engineering Society (FES) are important assets. Corporate records include essentially all records you produce as an employee or member, whether paper or electronic. A record may be as obvious as a memorandum, an e-mail, a contract or a case study, or something not as obvious, such as a computerized desk calendar, an appointment book or an expense record.

The law requires FES to maintain certain types of corporate records, usually for a specified period of time. Failure to retain those records for those minimum periods could subject you, as a member or employee of FES, and FES to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place FES in contempt of court, or seriously disadvantage FES in litigation.

FES expects all employees and members to fully comply with any published records retention or destruction policies and schedules, provided that all employees and members should note the following general exception to any stated destruction schedule: If you believe, or FES informs you, that FES records are relevant to litigation, or potential litigation (i.e., dispute that could result in litigation), then you must preserve those records until it has been determined the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records. If you believe that exception may apply or have any question regarding the possible applicability of that exception, please contact FES Headquarters. From time to time FES establishes retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that bear special consideration are identified below. While minimum retention periods are suggested, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention identified above, as well as any other pertinent factors.

- (a) Tax Records. Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of deductions, business costs, accounting procedures, and other documents concerning FES revenues. Tax records should be retained permanently.
- (b) Employment Records/Personnel Records. State and federal statutes require FES to keep certain recruitment, employment and personnel information. FES should also keep personnel files that reflect performance reviews and any complaints brought against FES or individual employees under applicable state and federal statutes. FES should also keep all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel in the employee's personnel file. Employment and personnel records should be retained for six years, after the employee's termination.
- (c) Board and Board Committee Materials. Meeting minutes should be retained in perpetuity in the FES minute book. A clean copy of all Board and Board Committee materials should be kept for no less than three years by FES.
- (d) Press Releases/Public Filings. FES should retain permanent copies of all press releases and publicly filed documents under the theory that FES should have its own copy to test the accuracy of any document a member of the public can theoretically produce against FES.
- (e) Legal Files. Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten years.
- (f) Marketing and Sales Departments. FES should keep final copies of marketing and sales documents for the same period of time it keeps other corporate files, generally three years.

An exception to the three-year policy may be sales invoices, contracts, leases, licenses, and other legal documentation. These documents should be kept for at least three years beyond the life of the agreement.

- (g) Development/Intellectual Property and Trade Secrets. Development documents are often subject to intellectual property protection in their final form (e.g., patents and copyrights). The documents detailing the development process are often also of value to FES and are protected as a trade secret where FES:

- i. derives independent economic value from the secrecy of the information; and
- ii. FES has taken affirmative steps to keep the information confidential.

FES should keep all documents designated as containing trade secret information for at least the life of the trade secret.

- (h) Contracts. Final, execution copies of all contracts entered into by FES should be retained. FES should retain copies of all the final contracts for at least three years beyond the life of the agreement, and permanently in the case of publicly filed contracts.
- (i) Electronic Mail. The retention period of electronic email depends upon the subject matter of the e-mail, as covered elsewhere in this policy. A more complete table of documents is

attached to this policy. Failure to comply with this document retention policy may result in civil and criminal penalties. E-mail that needs to be saved should be either:

- i. printed in hard copy and kept in the appropriate file; or
- ii. downloaded to a computer file and kept electronically or on disk as a separate file

FES Document Destruction Table

The Sarbanes-Oxley Act addresses the destruction of business records and documents and turns intentional document destruction into a process that must be carefully monitored. Professional Societies and their related non-profit entities should have a written, mandatory document retention and periodic destruction policy. Policies such as this will eliminate accidental or innocent destruction. In addition, it is important for administrative personnel to know the length of time records should be retained to be in compliance.

The following table provides the minimum requirements.

This information is provided as guidance in determining your organization's document retention policy.

Type of Document Minimum Requirement

Accounts payable ledgers and schedules 7
years Audit reports permanently
Bank Reconciliations 2 years
Bank statements 3 years
Checks (for important payments and purchases) permanently
Contracts, mortgages, notes and leases (expired) 3 years beyond life of
agreement Contracts (still in effect) permanently
Correspondence (general) 2 years
Correspondence (legal and important matters)
permanently Correspondence (with customers and
vendors) 2 years Deeds, mortgages, and bills of sale
permanently Depreciation Schedules permanently
Duplicate deposit slips 2 years
E-Mail depends on type of
document Employment applications
6 years
Expense Analyses/expense distribution schedules 7
years Year End Financial Statements permanently
Insurance Policies (expired) 3 years
Insurance records, current accident reports, claims, policies, etc.

permanently Intellectual Property/Trade Secret Development permanently
Internal audit reports 3 years
Inventories of products, materials, and supplies 7
years Invoices (to customers, from vendors) 7 years
Legal Files 10 years
Marketing and Sales Documents 3 years Minute books, bylaws and
charter permanently Patents and related Papers permanently Payroll
records and summaries 7 years Personnel files (terminated employees) 7
years Press Releases/Public Filings permanently Retirement and pension
records permanently Tax returns and worksheets permanently
Timesheets 7 years
Trademark registrations and copyrights
permanently Withholding tax statements 7 years

Approved by the FES BOD:
February 16, 2010

FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP No. 62)

THE FLORIDA ENGINEERING SOCIETY FRAUD AND COMMERCIAL CRIME PREVENTION POLICY

The Florida Engineering Society Code of Conduct

The following is the Florida Engineering Society organizational code of conduct, which includes definitions of what is considered unacceptable, and the consequences of any breaches thereof.

The Florida Engineering Society Code of Conduct

The Florida Engineering Society and its employees must, at all times, comply with all applicable laws and regulations. The Florida Engineering Society will not condone the activities of employees who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates, and bribery. The Florida Engineering Society does not permit any activity that fails to stand the closest possible public scrutiny.

All business conduct should be well above the minimum standards required by law. Accordingly, employees must ensure that their actions cannot be interpreted as being, in any way, in contravention of the laws and regulations governing the Florida Engineering Society's operations. Employees uncertain about the application or interpretation of any legal requirements should refer the matter to their superior, who, if necessary, should seek the advice of the Florida Engineering Society legal counsel.

General Employee Conduct

The Florida Engineering Society expects its employees to conduct themselves in a businesslike manner. Employees must not engage in sexual harassment or conduct themselves in a way that could be construed as such, for example, by using inappropriate language, keeping or posting inappropriate materials in their work area, or accessing inappropriate materials on their computer.

Conflicts of Interest

The Florida Engineering Society expects that employees will perform their duties conscientiously, honestly, and in accordance with the best interests of the Florida Engineering Society. Employees must not use their position or the knowledge gained as a result of their position for private or personal advantage. Regardless of the circumstances, if employees sense that a course of action they have pursued, are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest with their employer; they should immediately communicate all the facts to their superior.

Outside Activities, Employment, and Directorships

All employees share a serious responsibility for the Florida Engineering Society's good public relations, especially at the community level. Their readiness to help with religious, charitable, educational, and civic activities brings credit to the Florida Engineering Society and is encouraged. Employees must, however, avoid acquiring any business interest or participating in any other activity outside the Florida Engineering Society that would, or would appear to:

Create an excessive demand upon their time and attention, thus depriving the Florida Engineering Society of their best efforts on the job.

Create a conflict of interest—an obligation, interest, or distraction—that may interfere with

the independent exercise of judgment in the Florida Engineering Society's best interest.

Relationships with Clients and Suppliers

Employees should avoid investing in or acquiring a financial interest for their own accounts in any business organization that has a contractual relationship with the Florida Engineering Society, or that provides goods or services, or both to the Florida Engineering Society, if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties on behalf of the Florida Engineering Society.

Gifts, Entertainment, and Favors

Employees must not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which the Florida Engineering Society has, or is likely to have, business dealings.

Kickbacks and Secret Commissions

Regarding the Florida Engineering Society's business activities, employees may not receive payment or compensation of any kind, except as authorized under the Florida Engineering Society's remuneration policies. In particular, the Florida Engineering Society strictly prohibits the acceptance of kickbacks and secret commissions from suppliers or others. Any breach of this rule will result in immediate termination and prosecution to the fullest extent of the law.

Florida Engineering Society Funds and Other Assets

Employees who have access to the Florida Engineering Society funds in any form must follow the prescribed procedures for recording, handling, and protecting money as detailed in the Florida

Engineering Society's instructional manuals or other explanatory materials, or both. The Florida Engineering Society imposes strict standards to prevent fraud and dishonesty.

When an employee's position requires spending Florida Engineering Society funds or incurring any reimbursable personal expenses, that individual must use good judgment on the Florida Engineering Society's behalf to ensure that good value is received for every expenditure.

Florida Engineering Society funds and all other assets of the Florida Engineering Society are for Florida Engineering Society purposes only and not for personal benefit. This includes the personal use of organizational assets, such as computers.

Florida Engineering Society Records and Communications

Accurate and reliable records of many kinds are necessary to meet the Florida Engineering Society's legal and financial obligations and to manage the affairs of the Florida Engineering Society. The Florida Engineering Society's books and records must reflect in an accurate and timely manner all business transactions. The employees responsible for accounting and recordkeeping must fully disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements.

Employees must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:

False expense, attendance, production, financial, or similar reports and statements
False advertising, deceptive marketing practices, or other misleading

representations Dealing with Outside People and Organizations

Employees must take care to separate their personal roles from their Florida Engineering Society positions when communicating on matters not involving Florida Engineering Society business. Employees must not use organization identification, stationery, supplies, and equipment for personal or political matters.

When communicating publicly on matters that involve Florida Engineering Society business, employees must not presume to speak for the Florida Engineering Society on any topic, unless they are certain that the views they express are those of the Florida Engineering Society, and it is the Florida Engineering Society's desire that such views be publicly disseminated.

Prompt Communications

When dealing with anyone outside the Florida Engineering Society, including public officials, employees must take care not to compromise the integrity or damage the reputation of either the Florida Engineering Society, or any outside individual, business, or government body. In all matters relevant to customers, suppliers, government authorities, the public and others in the Florida Engineering Society, all employees must make every effort to achieve complete, accurate,

and timely communications—responding promptly and courteously to all proper requests for information and to all complaints.

Privacy and Confidentiality

When handling financial and personal information about customers or others, with whom the Florida Engineering Society has dealings, observe the following principles:

1. Collect, use, and retain only the personal information necessary for the Florida Engineering Society's business. Whenever possible, obtain any relevant information directly from the person concerned. Use only reputable and reliable sources to supplement this information.
2. Retain information only for as long as necessary or as required by law. Protect the physical security of this information.
3. Limit internal access to personal information to those with a legitimate business reason for seeking that information. Use only personal information for the purposes for which it was originally obtained. Obtain the consent of the person concerned before externally disclosing any personal information unless legal process or contractual obligation provides otherwise.

Approved by the FES Board of Directors
August 6, 2009

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP No. 63)**

WHISTLEBLOWER POLICY

This Whistleblower Policy of the Florida Engineering Society (FES): (1) encourages staff and members to come forward with credible information on illegal practices or serious violations of adopted policies of the FES; (2) specifies that the FES will protect the person from retaliation; and (3) identifies where such information can be reported.

1. **Encouragement of reporting.** FES encourages complaints, reports or inquiries about illegal practices or serious violations of the FES policies, including illegal or improper conduct by the FES 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 the FES has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the FES human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

2. **Protection from retaliation.** FES prohibits retaliation by or on behalf of the FES against staff or members 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. The FES reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

3. **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 FES Executive Director or President; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the FES President- elect. FES will conduct a prompt, discreet, and objective review or investigation. Staff or members must recognize that the FES may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

*Note: Professional Engineers are governed by State Rules (61G15) which may have different requirements.

Approved by the FES Board of Directors:
February 16, 2010

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP No. 64A)**

**POLICY REQUIRING THE ESTABLISHMENT OF INTERNAL
FINANCIAL MANAGEMENT PRACTICES AND PROCEDURES**

This Policy requires the preparation and implementation of a Financial Management Manual which shall contain the necessary Policies, Practices and Procedures to govern the activities and actions of the FES staff and members responsible for all financial operations of FES.

The purpose of the Financial Management Manual shall be to provide accounting policies and procedures to ensure internal control and record keeping procedures and practices conform to standard generally accepted accounting principles, as well as provide consistent and regular financial reporting to management and the Board of Directors.

It is the intent of this Policy that the Financial Management Manual shall be:

1. Prepared by Budget and Finance Committee, under the direction of the Vice president of Finance, and with the assistance of the Staff Designee, Accountant, and Auditor;
2. Brought to the FES Board of Directors for approval once prepared and when amended;
3. Practical and thorough in all aspects of FES financial dealings and operations, and shall promote efficiency of operations;
4. Consistent with Standard Accounting Practices and Principles;
5. Consistent with IRS Rules and those of the State of Florida;
6. Consistent with FES Charter and By Laws and other FES Administrative Policies;
7. Modified when and as required by law;
8. Reviewed biennially or more frequently, as necessary; and
9. Amended from time to time to conform to changes made to staff, equipment, or standard accounting practices.

The Financial Management Manual shall contain provisions necessary for all aspects of the FES finances to direct staff activities and actions, to establish policy, and set controls, responsibilities, and limitations of authority. The following topics shall be addressed by the Manual, with additional topics added as needed.

- I. Financial Administration
 - Board of Directors Role
 - Financial Institutions
 - Authorized Check Signers

- II. Business Insurance

- III. Internal Control Procedures
 - Purpose of Internal Controls
 - Segregation of Duties
 - Fixed Assets

- IV. Budgetary Processes
 - Annual Budget
 - Interim Reporting

- V. Document Archival Systems
 - Document Archival and Destruction
 - Automated Systems Archival

- VI. Human Resource Management
 - Organizational Staffing
 - Payroll Administration
 - Benefits Administration

- VII. Cash Management
 - Cash Receipts

- VIII. Financial Management Procedures
 - Account Receivables
 - Account Payables
 - Processing Bills
 - Remitting Sales Tax
 - Bank Statements
 - Year-End Vendor Statements

The Financial Management Manual shall be implemented upon approval by the Board of Directors. The Board of Directors shall retain the right to interpret any ambiguity in the Manual and to amend the Manual if it determines it is in the best interest of FES. Overall direction for compliance with the Manual shall be the responsibility of the Executive Director. Day-to-day implementation and execution may be delegated to the individual designated by the Executive Director in the absence of the Staff Designee.

Approved by the FES Board of Directors
August 5, 2010

Amended by the FES Board of Directors
January 30, 2018

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP No. 66)**

Group Membership Discount Programs

The purpose of this Administrative Policy is to define FES's Group Membership Discount Programs: Agency and Enterprise.

An Agency Discount Membership Program shall be utilized by a Florida governmental agency or educational institution that designates and pays for a minimum number of 5 individual representatives in accordance with the FES membership application. All Agency individual representatives shall meet one of the Corporate or Non-corporate membership classifications and shall be assigned to the corresponding member classification. An Agency individual representative shall enjoy the full benefits and privileges corresponding to the member classification. Membership fees for the Agency's designated individual representatives shall be included as part of the Agency membership application. Furthermore, all employees of an Agency shall be allowed to personally join FES at the Agency Partner representative rate.

An Enterprise Discount Membership Program shall be utilized by an organization that employs engineers, or supplies professional services or products affecting the engineering profession. The Enterprise organization shall designate a minimum number of 10 individual representatives in accordance with the FES membership application. If the organization has a Certificate of Authorization, the organization is required to be a member of ACEC-FL to utilize the Enterprise Discount Membership Program. All Enterprise individual representatives shall meet one of the Corporate or Non-corporate membership classifications and shall be assigned to the corresponding member classification. An Enterprise individual representative shall enjoy the full benefits and privileges corresponding to the member classification. Membership fees for the Enterprise's designated individual representatives shall be included as part of the Enterprise Partner membership application. Furthermore, all employees of an Enterprise Partner shall be allowed to personally join FES at the Enterprise representative rate.

Approved by the FES Board of
Directors
August 1, 2018