



**National Society of
Professional Engineers®**

POLITICAL ACTION COMMITTEE

NSPE-PAC BYLAWS AND PROCEDURES



National Society of Professional Engineers Political Action Committee (NSPE-PAC)
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**BYLAWS OF THE
NATIONAL SOCIETY OF PROFESSIONAL ENGINEERS
POLITICAL ACTION COMMITTEE (NSPE-PAC)**

ARTICLE I - NAME

The name of the Committee is the National Society of Professional Engineers Political Action Committee (hereafter referred to as NSPE-PAC), a voluntary, non-profit, unincorporated committee of engineers and others.

ARTICLE II - PURPOSE

The purpose of NSPE-PAC is to make contributions to candidates for federal public office who demonstrate support for the engineering profession or who are in a position to affect the interest of engineers.

ARTICLE III - ENABLING CLAUSE

NSPE-PAC is established pursuant to the terms of the Federal Election Campaign Act of 1971 (Public Law 92-225), as amended. NSPE-PAC is not affiliated with a political party nor with a specific candidate for election and may, within the limits of the applicable law, do all things necessary or desirable for the attainment of its stated purpose.

ARTICLE IV - DURATION

The duration of NSPE-PAC is perpetual, but it may be dissolved at any time with the written consent of two-thirds of its Board of Trustees.

ARTICLE V - ADMINISTRATION

The affairs of NSPE-PAC are to be conducted in accordance with the Federal Election Campaign Act of 1971, as amended; other applicable laws; these Bylaws; and policies and procedures as determined by the Trustees.

ARTICLE VI - OFFICE

The principal office of NSPE-PAC is located at NSPE Headquarters.

ARTICLE VII - TRUSTEES

Section 1 - Duties

The governing body of NSPE-PAC is the Board of Trustees.

Section 2 - Composition and Selection

The Board of Trustees must consist of at least eight voting members; the eight must be professional engineer members of NSPE-PAC. Six Trustees are elected under the provisions of Article XIII of these Bylaws, and two Trustees serve in an ex-officio capacity: the liaison officer from the NSPE Board of Directors and the Chairman of the Legislative and Government Affairs Committee. The Board may consist of up to 11 voting members, including representatives from the NSPE Government Relations Department, the State Society Executive Council, and the Young Engineers Advisory Council.

Section 3 - Term

The term of office of the elected Trustees is two years and coincides with the PAC administrative year. The terms are staggered so that three Trustee positions are open for election each year. An elected Trustee shall not serve more than two consecutive full terms. If an elected Trustee vacates the position before the end of the Trustee's term, the position shall be filled for the remainder of the term by appointment, to be determined by the remaining Trustees. The term of office of the ex-officio Trustees is one year and coincides with the National Society of Professional Engineers's administrative year. Vacancies in the positions of ex-officio Trustees shall be filled for the remainder of the term by the Society's President.

ARTICLE VIII - OFFICERS

Only the elected Trustees of NSPE-PAC shall be eligible to be officers of NSPE-PAC. Officer positions are Chairman, Secretary-Treasurer, Trustees, and other officers as considered desirable by the Trustees. The order of succession for officers unable to complete their terms shall be Chairman, Secretary-Treasurer, and the remaining Trustees in order of seniority. The officers are elected annually by the Board of Trustees, and each officer shall serve until a successor is named. The Chairman and Secretary-Treasurer shall not normally exceed two terms in office. An officer shall execute the duties required by the Federal Election Campaign Act of 1971, as amended; other applicable laws and regulations; and other duties as are normally associated with the office. An Assistant Treasurer may be appointed by the Board of Trustees for such purposes as the Secretary-Treasurer may delegate, including Federal Election Commission reporting and signature authority at an NSPE-PAC financial institution.

ARTICLE IX - ADVISORY COMMITTEES/APPOINTMENTS

The Trustees may appoint advisory committees or persons at the national, regional, or state level to serve at the pleasure of the Trustees. Advisory committees or persons appointed by the NSPE-PAC Trustees shall be voting members of the committee. The ex-officio Trustees shall be voting members of that committee.

ARTICLE X - EMPLOYEES

The Trustees may appoint necessary employees to properly execute the purpose of NSPE-PAC. If such employees are appointed, they are to serve at the pleasure of the Trustees. Compensation of employees is to be determined by the Trustees.

ARTICLE XI - MEETINGS

The Trustees shall hold an annual meeting concurrent with the NSPE annual meeting, and other meetings as necessary. The Trustees may act by mail or telecommunications ballot between meetings. Any ballots undertaken by telecommunication methods shall be duly recorded in NSPE-PAC files.

ARTICLE XII - MEMBERS

All contributors to NSPE-PAC are members of NSPE-PAC and contributors of \$25 or more during the calendar year preceding are entitled to vote.

ARTICLE XIII - ELECTIONS

The Trustees shall appoint a Nominating Committee from the voting members of NSPE-PAC, who shall nominate professional engineer members of NSPE-PAC as Trustees. The Nominating Committee shall be chaired by the first available Past Chairman and may not nominate one of its own members as a Trustee. Upon the written petition of 25 or more voting members of NSPE-PAC, the name of an additional nominee for Trustee is to be placed on the official ballot. The official ballot is to be sent to all voting members of NSPE-PAC no later than March 15 of each year in which Trustees are to be elected and must be returned by April 15 for counting. Election shall be by plurality vote. The nominating committee shall act as the Teller Committee.

ARTICLE XIV - FISCAL AND ADMINISTRATIVE YEAR

The budget and administrative year of NSPE-PAC shall coincide with the National Society of Professional Engineers's administrative year. Reporting to the federal government shall be in accordance with the Federal Election Campaign Act of 1971, as amended.

ARTICLE XV - AMENDMENTS

Changes to the Bylaws may be proposed by the NSPE-PAC Board of Trustees or by petition of 25 or more voting members. The Bylaws may be amended by a majority vote of voting NSPE-PAC members.

ARTICLE XVI - AUDIT

An audit can be called for by the Board of Trustees or by a petition of 25 or more voting members of NSPE-PAC and will be conducted under the direction of the ex-officio Trustees and one of the newest elected Trustees.

March 15, 1978
Amended January 1, 1981
Amended July 1, 1983
Amended January 12, 1989
Amended April 15, 1995
Amended July 19, 1997
Amended April 15, 1998
Amended July 15, 2002
Amended August 29, 2005
Amended June 15, 2009

NSPE-PAC POLICIES & PROCEDURES
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The NSPE-PAC Bylaws authorize the adoption of policies and procedures by the NSPE-PAC Board of Trustees to supplement the Bylaws and provide continuity in the routine operation of NSPE-PAC. For the purposes of this listing, an "NSPE-PAC POLICY/PROCEDURE" shall be defined as policies and procedures that are adopted by the Board that are intended to be used on a continuing basis from year to year until revised or rescinded by the Board.

- 1. RESPONSIBILITIES OF THE STATE LIAISON AND NSPE-PAC**
- 2. FORMING OR OPERATING A STATE POLITICAL ACTION COMMITTEE**
- 3. VOLUNTARY NATIONAL/STATE PAC CONTRIBUTIONS ON NSPE MEMBERSHIP RENEWAL NOTICE**
- 4. NSPE-PAC AND NSPE GOVERNMENT RELATIONS RELATIONSHIP AND FUNDING**
- 5. CONTRIBUTION GUIDELINES AND STAFF PROCEDURES**
- 6. TRUSTEE NOMINATION**
- 7. NSPE-PAC TRUSTEE INSTALLATION AND OFFICER ELECTION**
- 8. NSPE-PAC ASSISTANT TREASURER**
- 9. NSPE-PAC FINANCIAL REVIEW PROCEDURES**
- 10. NSPE-PAC MEMBER RECOGNITION GUIDELINES**
- 11. NSPE-PAC CANDIDATE ENDORSEMENT GUIDELINES**

NSPE-PAC POLICIES AND PROCEDURES

INTRODUCTION

The National Society of Professional Engineers has established a political action committee (NSPE-PAC) to contribute to candidates for federal office support issues important to NSPE and the engineering profession.

NSPE-PAC's relationship with state societies and state engineering PACs should be flexible, using these policies and procedures as a guide.

NSPE-PAC is not affiliated with any other PAC. Affiliation legally means that NSPE state society PACs, as well as NSPE-PAC, contribute to candidates for federal office.

NSPE-PAC POLICY/PROCEDURE NO. 1

RESPONSIBILITIES OF THE STATE LIAISON AND NSPE-PAC

In coordination with the NSPE dues renewal notice to each state, the state society president is asked to designate an individual to coordinate activities between the state society and NSPE-PAC for the upcoming NSPE administrative year. The responsibilities of the NSPE-PAC liaison are to encourage involvement in NSPE-PAC and the state PAC, to inform NSPE-PAC Trustees of federal candidates for NSPE-PAC support, and to represent NSPE-PAC at regional, state, and local meetings.

Through designation by the state society president, it is presumed that the NSPE-PAC liaison has the authority to make definitive statements regarding potential NSPE-PAC support of federal candidates on behalf of the state society. If the liaison is unavailable, the state society president or executive director has the authority to act as an alternate. The input provided by the liaison is highly valued by the NSPE-PAC Board of Trustees as decisions are made regarding federal candidate contributions. However, only the NSPE-PAC Board of Trustees, acting as a Board, may make or imply a contribution commitment. The State Society Executive Committee (SSEC) representative to the Legislative and Government Affairs Committee will also serve as a representative on the NSPE-PAC Board of Trustees. If that individual cannot serve as a representative to NSPE-PAC then the NSPE-PAC Board of Trustees, or its Chairman, may appoint a liaison from the SSEC to serve on the Board for one NSPE administrative year.

NSPE-PAC POLICY/PROCEDURE NO. 2

FORMING OR OPERATING A STATE POLITICAL ACTION COMMITTEE

Every state has different laws governing the establishment of and reporting requirements for PACs that contribute to state and local candidates. Before establishing a PAC, it is advisable that each state society or its legal counsel contact the appropriate state office for guidance. Following the formation of a state society PAC, the society should periodically check with the appropriate state office to learn of the latest revisions to the law.

State society PACs are discouraged from organizing and qualifying to contribute to candidates for federal office. A state PAC that contributes to federal candidates is required to comply with difficult and cumbersome federal regulations in addition to state laws. Another reason state society PACs should contribute solely to state and local candidates is to avoid the possibility of affiliation with NSPE-PAC. The Federal Election Commission considers society PACs to be affiliated if both its national and state PACs contribute to federal candidates. Affiliated national and state society PACs may only contribute up to \$5,000 per election per federal candidate, in aggregate. If a state society PAC decides to contribute to federal candidates, the society would have to report all federal contributions to NSPE-PAC to ensure that the combined national and state contributions did not exceed federal limits. In addition, NSPE-PAC and the NSPE state society PAC would be required to file additional FEC reports.

It is recommended that NSPE state societies form a PAC independent of other engineering-, design-, or construction-related PACs. The primary reason for this is to retain the identity and control of the PAC associated with the state society. In addition, a state-level PAC must be affiliated only with the NSPE state society to qualify to receive PAC contributions generated by the NSPE annual membership renewal notice. For more information, see NSPE-PAC Policy No. 4.

NSPE-PAC POLICY/PROCEDURE NO. 3

VOLUNTARY NATIONAL/STATE PAC CONTRIBUTIONS ON THE NSPE MEMBERSHIP RENEWAL NOTICE

SUMMARY

This covers the policy and procedures associated with the voluntary PAC contributions for the national and state PACs collected through the NSPE annual membership renewal notice. Qualifying states receive half of the funds obtained through the membership renewal notice.

PROCEDURE

Each year, the NSPE membership renewal notice contains a voluntary contribution line item for national and state PACs. Each year, the NSPE-PAC Board of Trustees will select a suggested contribution amount to be placed on the membership renewal notice for the national/state line item. If a state wishes to increase the amount on the joint line item, it can do so by notifying NSPE-PAC. No separate line items solely for the state PAC are allowed. All proceeds from the joint line item will be equally split between NSPE-PAC and the NSPE state society PAC. If there is not a state society PAC, the entire amount will go to NSPE-PAC.

A state PAC is eligible to receive funds collected by means of the NSPE annual membership renewal notice if it is associated only with the NSPE state society and is not a "separated segregated fund" as defined by the Federal Election Act. However, state PACs affiliated with other engineering-, design-, or construction-related societies are not eligible to participate in the dues split program.

To be eligible for these funds, a state society must advise and certify to NSPE annually that it has a state PAC that is qualified to receive these funds. This certification must be filed at NSPE Headquarters no later than August 1 of each year in order to obtain funds from the following year's membership renewal notice. Funds will not be transferred to the state society until this certification is received.

CORPORATE CHECKS

In order to comply with federal and state election laws, a "corporate screen" is required in the processing of PAC contributions received through the NSPE annual membership renewal notice.

Any PAC contributions received from a corporate or other prohibited source will be separated from personal checks to prevent the improper blending of corporate and personal contributions. The screened contributions to NSPE- PAC will then be allocated to the NSPE Legislative Education Fund.

As a result, states participating in the shared PAC voluntary check-off will note an additional line on the printout accompanying the NSPE disbursement check. This additional line called PAC-Corporate, together with the PAC line, represents the state share of both individual and

corporate dollars. While individual PAC money can be used for candidate support at all levels, legal counsel should be sought regarding state law governing the use of the corporate funds.



**National Society of
Professional Engineers®**

RESPONSE DUE BY DATE

REPLY FORM #3

TO: NAME, Manager of Membership Development [Fax: 703 836 4875]

FROM: _____

DATE: _____

RE: CERTIFICATION OF STATE PAC

**CERTIFICATION FOR THE YEAR - YEAR MEMBERSHIP RENEWAL NOTICE
VOLUNTARY POLITICAL ACTION COMMITTEE CONTRIBUTIONS**

I, _____, hereby certify that _____
(Printed Name) (Name of State PAC)

is the political action committee (PAC) of the _____
and

(Name of State Society)

is not affiliated with another association or individual membership organization, or the PAC thereof. I further certify that this PAC is not a "separate segregated fund" as defined by the Federal Election Act (i.e., does not make contributions to federal elections) and that it has been formed and is operated in compliance with the applicable laws of the state of

_____.

(State Name)

Signed

Title

Street Address

City, State & Zip Code

Date

**QUESTIONS ON REPLY FORM #3:
Contact NAME at EMAIL or TELEPHONE NUMBER**

NSPE-PAC POLICY/PROCEDURE NO. 4

NSPE-PAC AND NSPE GOVERNMENT RELATIONS RELATIONSHIP AND FUNDING

This policy is to provide additional information concerning the relationship of activities and funding considerations of NSPE-PAC and the NSPE Government Relations Department.

NSPE-PAC

1. Through monetary donations, support incumbent, challenger, or open-seat candidates for federal office who support NSPE's policies and legislative agenda.
2. Provide visibility, public relations, credibility, and prestige for NSPE legislative programs through a large and vigorous fundraising and contributions program.
3. Enhance the image of NSPE and the engineering profession by using NSPE-PAC to focus attention on the issues and interests of engineering professionals with members of Congress and their staffs.

NSPE Government Relations Department

1. Develop the NSPE legislative and regulatory agenda and provide legislative and regulatory lobbying to achieve desired results.
2. Enhance the overall image and stature of NSPE.

Criteria to Differentiate Activities

The criteria to determine if an activity should be considered primarily a PAC activity or a Government Relations Department activity are as follows:

PAC Activity Criteria:

1. Raising individual dollars for NSPE-PAC and making contributions to federal candidates.
2. Directing the administration of PAC funds and Trustee expenses associated with PAC activities.
3. Developing information on candidates and potential candidates for NSPE-PAC support.

Government Relations Department Activity Criteria:

1. Directing activities and expenses related to legislative and regulatory lobbying and enhancing NSPE's image and stature.

Cost Information for NSPE-PAC

A line item in the NSPE budget should be used to reflect the cost of PAC activities. Only the specific, incremental costs of PAC activities, as defined above, should be classified as NSPE-PAC costs. This reflects only the costs associated with the fundraising and administration of NSPE-PAC. Miscellaneous expenses of NSPE-PAC for participation in Government Relations activities, as defined above, should be included in the legislative department's budget line items.

Legislative Educational Fund Rationale and Priority

The LEF concept originated in NSPE-PAC as a mechanism to allow receipt of corporate and individual funds, primarily to support eligible PAC expenses. The NSPE Operating Policy (OP30) for the LEF clearly states this as the number-one purpose of the LEF: "To provide funds for the administration and fund-raising efforts of NSPE-PAC..."

Commitment of PAC-Related Funds to NSPE Budget

Since the success of NSPE-PAC benefits NSPE as a whole, it is proper that the PAC's administrative activities be funded primarily by the NSPE budget. However, when available NSPE funds are limited, a commitment of PAC-related funds, including both LEF receipts and possibly hard dollars, should be considered by the PAC Trustees to offset some of the costs of PAC activities as defined above. Items that are related to this commitment are:

1. When general dues revenue funds from NSPE are limited, some commitment of funds from NSPE-PAC may be necessary.
2. The LEF was created to primarily to fund the administration of the PAC, so these monies should be spent for PAC activities as required.
3. Any commitment of funds by NSPE-PAC should first be met by the use of LEF funds. Individual dollars should only be used to compensate for a shortfall of LEF funds.
4. The primary use of NSPE-PAC funds supplementing the NSPE budget should be for "direct" expenses (NSPE definition).
5. The exact amount of NSPE-PAC funds to be committed to support the NSPE budget should be evaluated on a yearly basis by the NSPE-PAC Trustees.

The approval to use individual dollars must only be done with the understanding that there would be serious consequences to NSPE-PAC without approval. If individual dollars were used, PAC contributors who expect their dollars to be used for candidate contributions could be alienated.

NSPE-PAC POLICY/PROCEDURE NO. 5

CONTRIBUTION GUIDELINES AND STAFF PROCEDURES

GENERAL STATEMENT

The purpose of NSPE-PAC is to contribute to candidates for federal office (regardless of political party affiliation) who have demonstrated support for the concerns of professional engineers. The NSPE-PAC contribution cycle follows the "election cycle" (two-year period from Nov. 3 to Nov. 3) defined in the FEC Campaign Guide as the period from the end of one general election for a given federal office to the end of the following general election for that office.

CONTRIBUTION GUIDELINES

The governing body of NSPE-PAC is the Board of Trustees. The Board has established the following guidelines for contributing to a candidate for federal office:

1. The candidate demonstrates an awareness of and consideration for the concerns of engineering professionals.
2. The actions of the candidate demonstrate that his/her political and governmental philosophy is usually consistent with the policies and aims of NSPE.
3. The candidate's professional background will be a consideration in determining the level of NSPE-PAC support. Of particular importance will be whether a candidate has an educational background and/or professional experience in engineering.
4. The candidate's need for funds and strength of opposition will be a consideration in determining the level of NSPE-PAC support.
5. For an incumbent, the candidate's committee assignments, seniority, and other ability to directly advance the legislative concerns of engineering professionals will also be considered.
6. No more than one active candidate will be supported in any one race during an election cycle. Contributions to opponents will not be made. If an NSPE-PAC-supported candidate loses in a primary race, however, a different candidate may be considered for support in the general election.
7. "Debt-retirement" contributions will not be made to a successful candidate when NSPE-PAC supported the opponent in the general election.
8. In the case of challenger or open-seat candidates who do not have an established congressional voting record, the input of the appropriate NSPE state society will be sought prior to commitment of contributions.

9. Contributions that support the two-party political system is a guiding principle of NSPE-PAC, and contributions to third-party candidates are not permitted. Contributions to candidates will follow the guidelines below:

*The maximum percentage of donations to any one political party and its candidates is 70%.

*The maximum percentage of the number of candidates supported in any one political party is 70%.

*NSPE-PAC will not contribute to presidential candidates.

10. NSPE-PAC will contribute to Senate incumbents who are up for re-election only in the current election cycle, except in the case of debt-retirement contributions. Debt-retirement contributions will only be made to incumbent senators when a specific interest of NSPE is identified (i.e., invitation to an NSPE function).

PROCEDURES FOR STAFF REGARDING CONTRIBUTIONS TO CANDIDATES

The staff shall seek and receive requests for contributions to federal candidates from candidates, NSPE state societies, political party committees, the NSPE-PAC liaisons, and other legitimate sources.

Each recommendation to the NSPE-PAC Trustees for a candidate contribution shall be supported by a written description of the candidate's background and activities, in accordance with the guidelines. The appropriate NSPE state societies should also be contacted to determine their support, if any, for the candidate in question.

The Director of Government Relations may commit up to \$500 per election cycle to attend fundraising receptions for federal candidates, provided that the candidate is a person NSPE-PAC can support within the contribution guidelines. Staff will send the NSPE-PAC Trustees monthly a list of donations made in this manner, along with the justification for each donation.

For contributions over \$500 for any campaign event, the staff shall submit the recommendation to the NSPE-PAC Trustees for final action. A two-thirds Trustee majority (7 of 11 voting members) is needed to approve contributions over \$500. Voting will be conducted electronically in advance of a called Trustee meeting or during a scheduled meeting. For electronic votes, a confirmation email shall be promptly sent to all Trustees with the results of the vote.

When feasible, NSPE-PAC will send the check to the state society so that local NSPE members can be involved with the presentation of the check. Government Relations Department staff should keep the state society informed of the method of check delivery and should follow up with state societies presenting checks to ensure appropriate, prompt delivery to the candidate or the candidate's legally established campaign organization. As a condition of delivery by the state society, the state society agrees to present the check within 30 days of the general election. If a presentation cannot be made within that period, the state society should contact NSPE staff as soon as possible to make alternate arrangements.

NSPE-PAC POLICY/PROCEDURE NO. 6

TRUSTEE NOMINATION

The criteria for nomination of PAC Trustees should include consideration of practice divisions/interest groups, as well as geographical and regional representation.

In addition, nominees should be NSPE members who are politically active at the federal level and must be proven fundraisers for political causes at the local, state, or national level. The nominees should be contributors to NSPE-PAC at the Chairman's Club level and should be active in NSPE's grassroots program. They must be willing to commit themselves to the legislative agenda of NSPE.

The composition of the nominating committee to consider the election of new trustees should consist of three members: the immediate past chairman of the NSPE-PAC Board of Trustees, the NSPE president-elect, and a Trustee with an un-expiring term.

The names of the nominees should be presented to the Chairman of the Legislative and Government Affairs Committee and the Regional Director for his/her concurrence prior to submission to the voting members.

NSPE-PAC POLICY/PROCEDURE NO. 7

NSPE-PAC TRUSTEE INSTALLATION AND OFFICER ELECTION

1. The prior year's officers will represent NSPE-PAC in that capacity throughout the summer NSPE-PAC Board of Trustees meeting.
2. All members of the concluding administrative year's Board of Trustees and the new administrative year's Board of Trustees will be invited to the Trustees' meeting at the summer NSPE Annual Conference.
3. The last agenda item for the summer Trustees' meeting will be the officer election for the new administrative year. The 11 members of the Board of Trustees for the new year will vote on the new officers. The prior year's Chair will conduct the entire election procedure. All other agenda items requiring action at the meeting, including contributions and adoption of the budget, will be voted on by the concluding administrative year's Trustees. During the meeting, the incoming Trustees are encouraged to participate and have the privilege of the floor but may not vote.
4. If there is not an NSPE-PAC meeting at the NSPE Annual Conference, the election of officers will be held at the first meeting of the NSPE-PAC Board of Trustees in a given NSPE-PAC administrative year.
5. Nomination and election of officers will be done one office at a time, commencing with Chairman and followed by Treasurer. The Chairman of the Legislative and Government Affairs Committee will serve as Chairman of the election process.
 - A. For the office of Chairman, all eligible Trustees' names will automatically be placed in nomination.
 - B. Nominations for Secretary-Treasurer or other offices authorized by the bylaws may be made verbally by any of the members of the Board of Trustees. Seconding of nominations is not required. A motion to close nominations will be out of order without unanimous consent. Multiple names may be placed in nomination for the same office.
 - C. If only one name has been placed in nomination for a given office, that person will be elected by acclamation.
 - D. If multiple names have been placed in nomination for a given office, all present members of the Board of Trustees will vote by secret ballot for one individual. If one nominee does not receive a majority of the votes cast on the first ballot, the two individuals receiving the highest number of votes will advance to a second secret ballot. The person receiving the highest number of votes in the second ballot will be the winner. In the event of a tie in the highest number of votes on the second ballot, the winner will be determined by coin-flip. The ex-officio Trustees in attendance will serve as the Teller Committee for secret balloting. Vote totals will not be announced or recorded.

NSPE-PAC POLICY/PROCEDURE NO. 8

NSPE-PAC ASSISTANT TREASURER

1. As suggested by the NSPE-PAC Bylaws, an Assistant Treasurer may be appointed by the Board of Trustees to serve as an on-site staff signator at NSPE Headquarters who is authorized to sign NSPE-PAC checks and FEC reports. It is recommended that the NSPE staff member principally responsible for financial matters, as designated by the Executive Director, serve in this capacity.
2. The establishment of the Assistant Treasurer position requires amendment of the statement of organization submitted to the Federal Election Commission. The amendment must designate the holder of the Assistant Treasurer position by name.
3. With regard to the signing of NSPE-PAC checks by the Assistant Treasurer, the following approval procedure is required:

Candidate contribution checks of \$500 or less require approval by the Director of Government Relations, the PAC Manager, and the NSPE-PAC Chairman; timely notification of the NSPE-PAC Secretary-Treasurer; and written explanation and justification at the first meeting to occur following the contribution.

Candidate contributions over the amount of \$500 require the prior approval of a majority of the NSPE-PAC Board of Trustees by one of the following methods: 1) approval at regular Trustee meetings, or 2) approval by electronic ballot between meetings.

4. With regard to the approval of NSPE-PAC FEC Reports, the following procedure is required:

Report to be reviewed by the Director of Government Relations and PAC Manager.

Written or telephone approval of the NSPE-PAC Treasurer, or in his absence, Chairman, prior to filing electronically with the FEC under the Treasurer's signature.

In the event that neither the Treasurer nor the Chairman is available for approval, timely notification and review of the completed and signed report must occur following submission to the FEC.

NSPE-PAC POLICY/PROCEDURE NO. 9

NSPE-PAC FINANCIAL REVIEW PROCEDURES

1. The financial review will be conducted at the conclusion of every election cycle (e.g., 2010, 2012) and shall cover the financial operations of the two years since the last federal elections.
2. A special committee of three members of the NSPE-PAC Board of Trustees will conduct the financial review. Members of the Financial Review Committee will be nominated by the Chairman of the Board and confirmed by the Board. The committee will elect a chairman and report directly to the NSPE-PAC Board of Trustees.
3. The committee will conduct the necessary financial inquiries of NSPE-PAC operations to ensure reasonableness and accuracy of the financial statements. All committee financial review operations will be handled by facsimile, telephone, mail, and electronic communications, in order to minimize costs to NSPE-PAC.
4. The financial review will begin in April of the year it is to be conducted, and the results will be reported at the NSPE-PAC Board of Trustees meeting at the NSPE Annual Conference. The financial review will also be included in the July NSPE-PAC report to the NSPE Board of Directors.

NSPE-PAC POLICY/PROCEDURE NO. 10

NSPE-PAC MEMBER RECOGNITION GUIDELINES

1. In accordance with the bylaws of NSPE-PAC, Article XII – Members: All contributors to NSPE-PAC are members of NSPE-PAC, and those who contribute \$25.00 or more to the NSPE-PAC during the calendar year preceding are entitled to vote.
2. Furthermore, contribution levels and categories shall be established to recognize those members of NSPE who have contributed above and beyond the established amount required for voting membership.
3. The following levels and categories are established for contributions to NSPE-PAC:

NSPE-PAC/NSPE-LEF

\$ 25.00 or greater	Supporter's Level Member
\$100.00 - \$249.00	Champion's Level Member
\$250.00 - \$499.00	Chairman's Club Member
\$500.00 or greater	President's Inner Circle Member

NSPE-PAC POLICY/PROCEDURE NO. 11

CANDIDATE ENDORSEMENT GUIDELINES

GENERAL STATEMENT

NSPE-PAC is permitted to make a public endorsement of candidates for federal office, particularly in circumstances in which the candidate does not accept PAC contributions.

NSPE-PAC may make public endorsements of candidates for federal public office (regardless of political party affiliation) who have demonstrated awareness of and consideration for the legislative and other public policy concerns of engineering professionals.

ENDORSEMENT GUIDELINES

The NSPE-PAC Board of Trustees has established the following guidelines for making public endorsements of candidates for federal office:

1. The candidate demonstrates an awareness of and consideration for the legislative and other public policy concerns of engineering professionals.
2. The actions of the candidate demonstrate that the person's political and governmental philosophy is usually consistent with the policies and aims of NSPE.
3. No more than one active candidate will be publicly endorsed in any one race at one time. Public endorsements to opponents will not be made. If a candidate publicly endorsed by NSPE-PAC loses in a primary race, a different candidate may be considered for public endorsement in the general election.
4. Concurrence of public endorsement from the appropriate NSPE state society will be sought prior to commitment of a public endorsement. The mechanism of this is developed in the NSPE-PAC procedure on NSPE-PAC State Liaisons. (See NSPE-PAC Policy No. 2.)
5. Public endorsement to support the two-party political system as contrasted to a system with three or more significant political parties can be considered.
6. NSPE-PAC will not become involved in public endorsing presidential candidates.
7. Those public endorsements considered during an off-election year will be for challenger, open-seat, or special-election candidates, in accordance with NSPE-PAC's policy of emphasizing support for that category of candidate. Public endorsements of incumbents in off-election years will be reserved for particularly supportive or critical members of Congress.
8. In the case of a Senate incumbent, the candidate should be up for re-election in the election cycle in which the public endorsement is being requested.

PROCEDURES FOR STAFF REGARDING PUBLIC ENDORSEMENTS FOR CANDIDATES

1. The staff shall receive requests for public endorsements of candidates from candidates, NSPE state societies, party committees, and other legitimate sources.
2. When a request for a public endorsement is received from a source other than the NSPE state society organization, the staff should inform the candidate or the NSPE member making the request that it would be advisable to contact the NSPE state society to develop support for the candidacy at that level as well as at the national level.
3. Each recommendation to the NSPE-PAC Trustees for a public endorsement of a candidate shall be supported by a written description of the candidate's background and acts, in accordance with the guidelines. NSPE state societies shall also be contacted to determine if they concur with publicly endorsing the recommended candidate.
4. When a public endorsement has been approved, NSPE-PAC would prefer to have the state society and local engineers present the public endorsement in letter or advertisement form to demonstrate the grassroots power of NSPE.

FEDERAL ELECTION COMMISSION COMPLIANCE FOR PUBLIC ENDORSEMENTS OF CANDIDATES

1. By law, NSPE-PAC may communicate only to NSPE members (*restricted class*) that NSPE-PAC has publicly endorsed a candidate. NSPE-PAC may announce a public endorsement of a candidate through a press release to NSPE's regular press contacts. NSPE-PAC may not announce the public endorsement in one of the society's magazines (i.e. *PE* magazine) since the distribution may include non-members.
2. NSPE-PAC must report the costs of communications which *expressly advocate* the election or defeat of a *clearly identified candidate* if the costs aggregate more than \$2,000 per election. Communications primarily devoted to subjects other than express advocacy are not reportable.