

THE AMERICAN SOCIETY OF
PROFESSIONAL ESTIMATORS
(ASPE)



CHAPTER
ADMINISTRATIVE
HANDBOOK

Issued 2009

ASPE CHAPTER ADMINISTRATIVE HANDBOOK

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SECTION 1 INTRODUCTION

In a business environment that is built on relationships and reputation, ASPE helps to build a future for both you and your company. The **American Society of Professional Estimators (ASPE)** was founded for the construction estimator based upon the precepts of socializing, making lasting work related relationships, advancing the opportunities for education of our profession, maintaining a standard of ethics, and providing a means to recognize the quality people in our field of endeavor. In an effort to further these ideals, local ASPE chapters have been chartered throughout the country. It is at this chapter level that the founding precepts of the society are best implemented.

How does one establish and charter an ASPE chapter? What does an ASPE chapter do? What does it take to run a chapter? How does a chapter perpetuate itself after the chapter founders have turned over the reins?

The purpose of this handbook is to aid in the formation of new chapters and to act as a guide for operations of all other chapters after they have been granted a charter.

Each chapter shall maintain one chapter handbook. Revisions will be made as needed by the Chapter Development Committee. Each regional governor shall maintain an electronic copy and distribute it when a potential chapter petitions for a charter.

The materials within this handbook are for the sole use of ASPE members and may be utilized by members for use in carrying out the operations of the Society. Assistance can be provided in the answering of questions concerning the operation of the chapter by utilizing this handbook and asking for assistance from past officers of the chapter, your governor, the national officers, and the society business office (SBO).

The use of "his" in this manual is not intended to be gender specific. ASPE welcomes members regardless of gender, race or religion.

SECTION 2 **HISTORY OF THE SOCIETY**

The American Society of Professional Estimators began as an association of independent construction estimators in Los Angeles in 1956. The early meetings were held at the offices of the old Southern California Gas Company. Numbering less than twenty for the first few years, the group met from time to time to exchange information pertinent to their business activities. During these meetings, it became apparent that the construction estimator, although highly qualified in both education and experience, held a rather precarious position in the construction industry. His talents were recognized as essential to the industry, but were only exploited on an as needed basis. His job security was practically non-existent, and his opportunity to increase his knowledge in his field was dependent entirely on his own ability to discover the knowledge. In the ensuing years, the Los Angeles group succeeded in arousing the interest of similar groups in San Francisco, Orange County, and San Diego. In its second year as a National Society headed by a Board of Trustees, ASPE granted charters to Denver and Arizona. Eventually, the Los Angeles Chapter grew to over 200 members, and that chapter was split into a chapter in Orange County and one chapter in Riverside.

During the 1960's, many General Contractors throughout the nation were not very supportive of ASPE because they feared that the purpose of the Society was to form a union to control wages and benefits of the estimating departments within their companies. ASPE sought to develop more legitimate technical programs and a means to better equip their members with information to make them more valuable and productive to their employers. Finally the General Contractors began to see the benefits and purpose of the ASPE and were more accepting and supportive.

During the early 70's, ASPE realized its importance to the construction industry and recognized it had a responsibility to that industry. Educational programs were formulated in the chapters. National committees were set to work devising a system for evaluating the competence of the estimator. A program for certification and testing that outlined, complete with goals, levels of achievement, methods of funding, and dates for completions was initiated in 1974. In 1975 the certification for the Certified Professional Estimator (CPE) procedures were devised. The first ASPE CPE certificates were awarded in 1976, the 20th anniversary of the Society.

The ASPE CPE program is the only national program that offers certificates in building construction estimating by discipline.

The stimulation generated by the CPE program added impetus to the growth of ASPE. From 1974 through 1977, ASPE more than doubled the number of participating chapters from 10 to 23. Membership in ASPE during that same time period increased from around 600 to more than 1,500. Under the guidance of the Board of Trustees, the CPE program moved into high gear and reviewed, analyzed, and approved over 300 applications for certification under the strict rules of

compliance set down by the Certification Committee. Drawing upon a nucleus of experts, the Certification Committee established a testing program which began functioning in mid 1977.

A new generic certification program was developed in 1984, and the testing program began in earnest in May of 1988.

In 2008, the ASPE CPE program received its accreditation from the Council of Engineering and Specialty Boards. Accreditation of the certification programs provides assurance for candidates and their employers that our procedures conform to those of the highest standards.

The next and most important goal of the Society is the education program. Some chapters in the Society sponsor classes for the education of the estimator. These classes are held primarily at the university level although several programs are aimed at high school and technical school students. The goal of ASPE is to coordinate educational programs on a nationwide basis, establish estimating standards, act as a conduit for collecting and distributing pertinent information, and in general, to improve the abilities of one of the most important members of the construction team – the estimator. To this end, ASPE has partnered with AGC since 2006 to provide national estimating academies across the nation on a semiannual basis. ASPE is also offering estimating classes online and publishing the Standard Estimating Practices.

In conjunction with this educational effort to improve the status of the estimator, ASPE is in the process of preparing a complete listing of estimating oriented educational programs throughout the United States. Technical papers, written by certification candidates and ASPE members, are published frequently in the national monthly publication of ASPE. Copies of these papers are made available to all interested parties. Seminars, sponsored through the joint efforts of ASPE chapters, other construction associations and universities in the chapter areas, occur frequently with programs of vital interest to the profession.

The 2006 National Council Business Meeting and Convention were held in Los Angeles and marked the 50th anniversary of the ASPE. Our profession and ASPE have come a long way since 1956. With the technological innovations and change in methods used to obtain a contract for construction, it is important for estimators to keep abreast of the latest developments in the estimating field. While construction companies as a rule are very conservative on implementing new technologies, the estimating side of the business usually is on the leading edge of technology in these same conservative firms. Estimators are not only looking for better and faster ways to generate more accurate estimates to win the project, but are looking at better ways to communicate the contents of the estimate to the project team to improve the hand-off of information to the field personnel to hopefully contribute more to the bottom line of our project and our companies.

ASPE shows definite promise of continued growth, not only in participation on the part of professional estimators throughout the USA, but in the improvement of the mechanics and techniques of what is, in the opinion of many, the most vital activity in the construction industry, estimating.

The society also offers on-line courses in all aspects of estimating and green building practices and is working on BIM classes. Also the National website for the American Society of Professional Estimators, www.aspenational.org is a great resource guide as well as a bulletin board for employers looking for estimators and estimators looking for employers.

The monthly publication of the Society's newsletter, Estimating Today, provides technical articles and valuable information not only for estimators, but architects and contractors.

The 2008 Annual business meeting and Convention in Baltimore saw two historic events:

- The first \$1 million dollar budget was presented and approved at the National Council Business Session
- The first female National President, Paulette Rutlen, CPE, was sworn in

In December 2008, the ASPE Industry Awareness Committee led by Chairman Frank Kutilek, FCPE, LEED AP met in Washington, D.C. at the building SMART alliance Conference with other associations at the National Institute of Building Sciences and signed an agreement stipulating the agreement to work together as a team to solve the cost engineering related problems associated with Building Information Modeling (BIM) and its quantity takeoff processes associated with cost estimating. According to the agreement, "It is anticipated that many of the products of this agreement will become candidate standards for the National Building Information Modeling Standard".

Participation in this agreement has positioned ASPE to the forefront of the estimating and construction industry.

There has been a National Education Scholarship Fund set up by the Society Business Office and a number of ASPE chapters around the nation give out educational scholarships each year.

The ASPE has come a long way in since it was founded and has a goal of continued growth and greater recognition for all of its members. The success of those goals depends on the success and growth of the Chapters.

SECTION 3 HOW A CHAPTER IS FORMED

The chapter is the heart of the Society and is created through the cooperation of the local estimators, the national board and the members-at-large. When twenty construction-related individuals in any given area have expressed a desire to become members in the Society and express a desire to band together for their mutual benefit, the Society offers several options for the formation of a chapter. As pointed out in Article IV of the National Bylaws, chapters may consist of as few as 20 members or as many as the locality can supply. However, the number of members is of less significance in the success of the chapter than is the strength and character of its membership. The history of the Society shows the dedication and strength of purpose that has produced the national organization we now enjoy.

Prior to advertising for general membership, get some help to get organized by getting a core group of dedicated people who understand the need for a local organization like ASPE. It is recommended to contact senior level estimators from general contractors and major subcontractors. Also work with the plan rooms, reprographers and Builder's Exchange. The GC's have the subcontractor lists and subcontractors are more willing to join an organization if they know they can get networking opportunities. The subcontractors have other GC's and suppliers. The plan rooms have "free advertising" and a very large database of members. The reprographers will probably provide posters and other advertising. Stay in contact with your governor and the SBO. They can steer potential members or members-at-large to your group.

A very good guideline of how to build and maintain a successful Chapter is to try to follow as many of the items listed in the Awards Guidelines in the section of Chapter Achievement Awards found on the ASPE National Website- www.aspenational.org under "Membership" and then the "Publications" tab.

For a young Chapter or a Chapter trying to actually get started, it would be impossible to accomplish all the items contained in the Chapter Achievement Awards, but if the list of items is used as a checklist or a list of goals, then the Chapter monthly meetings and Chapter organization will have a basis to form a foundation that can be built upon to achieve success more rapidly than trying to accomplish success without any guidelines.

The core group can help get organized. Ask members of that group to take the lead on organizing ideas. These people will be the interim board responsible for getting the process started. Coordinate a plan of ideas. If you can advertise to potential members what programs your chapter intends to provide, you will gain more interest. Look for venues to have meetings that can handle a group of 30-50 people for regular meetings. Determine the cost of the venue so you can set meeting fees. Decide whether to have lunch meetings or evening meetings.

Lunch meetings might draw more attendees, but you are limited on program time. Evening meetings allow for a social period, a dinner meeting and a good program time.

When a group is ready to kick off the organization and get chartered, use the GC's to solicit all of their contacts via email or fax. Subcontractors solicit their vendors. Make posters to be placed in the AGC, ABC, AIA, etc locations. Posters can be placed in all of the core group plan rooms. Place announcements in construction newspapers. Find a location with little or no cost to meet. Look to the AGC, the Builder's Exchange or a large GC with a training room. Get the word out.

When you have set the date for your kickoff meeting, send the information to your Regional Governor. (A list of names, addresses and telephone numbers of all Governors can be obtained from the Society Business Office.) List the name of local contacts and phone numbers. Include a list of your local trade papers, newspapers, etc., and your Governor will help coordinate the upcoming meeting.

In your publicity, let it be known that at the second meeting you will again be accepting applications and will be selecting officers.

Once the chapter has 20 members, it can be chartered. Request for charter must be presented to the Board of Trustees at a Trustee Meeting (three held yearly in fall, early spring and at convention in the summer). It can be presented in person or by your Regional Governor, who will have been assisting you in the formation of the chapter. The Board votes on the petition and formally awards a number to your chapter and a charter.

At your kick off meeting, tell the group what you plan to do for them. Show them a list of potential programs or speakers. Get the group excited. Have plenty of applications and handouts advertising the first regularly scheduled meeting.

Prior to petitioning for charter, you may continue to mail applications and dues to the Society Business Office. This will enter names of all your members on the national mailing list for publications and any notices issued through the Business Office.

Once a chapter is chartered, the members need to approve and adopt the chapter bylaws. Chapter should adopt the standard chapter bylaws provided by the Society Business Office.

After bylaws are adopted and officers are elected, the chapter should:

1. Get an Employee Identification Number
2. Get a PO box so the chapter address remains constant
3. Incorporate in the state they are located
4. Get a chapter bank account
5. Obtain tax exempt status-501(c)6 or 501(c)3.

These steps should be followed in this order and are discussed in following sections.

The following is a packet of information designed to address some of the questions about starting a new ASPE chapter.

The information is broken into the following sections:

- 1) Meeting Agenda
- 2) Meeting Location Selection Criterion
- 3) Suggested Speaker Topics
- 4) Speaker Guidelines
- 5) Publicity
- 6) Invitations
- 7) Communications
- 8) Additional Information

ASPE -- SAMPLE MEETING AGENDA

Time:

- a) 5:30 to 6:00 Gathering
- b) 6:00 to 7:00 Dinner
- c) 6:45 to 7:00 Introductions and Chapter Business
- d) 7:00 to 7:30 Speaker
- e) 7:30 to 7:45 Questions and Thanks to the Speaker
- f) 8:00 Adjournments

Date:

- a) Same day every month Tuesday or Wednesday seem to work best
- b) Meet every month Don't loose momentum
- c) Maybe job tours or golf tournament in summer months

Place:

Meet at Same Place Every Month -- rotating locations loose people

Price:

\$35 to \$40 for most locations

Fund Raiser:

- a) Raffle with donated prizes
- b) Fifty-Fifty Drawing.

Speakers:

- a) Speakers to be drawn from the local construction community
- b) Member speakers

ASPE -- MEETING LOCATION SELECTION CRITERION

Location:

- a) Near major highway transportation grid
- b) Room and bar set up and ready by 5:00 PM
- c) Provide cash bar at no extra charge to the chapter
- d) Room expandable or larger room available on demand
- e) Must have separate podium
- f) Must have dimmable lighting
- g) Must have round tables for 6-8 persons
- h) Free parking
- i) AV equipment available

Meal Price:

- a) \$30 -\$40 per person
- b) Price guaranteed for one year
- c) ASPE provides minimum head count
- d) ASPE will pay for minimum if there are no shows
- e) Hotel agrees to be able to handle same meals for 10% more
- f) Hotel will have equivalent/not same meal for extras above 10%
- g) Hotel agrees to provide special meal for any person with dietary restrictions upon three day notice

Menu:

- a) Entree: choice of two on any night, chosen by ASPE
- b) beef, fish, chicken pork, other
- c) Rolls and butter
- d) Green Salad with two dressings
- e) Two Vegetables, chosen by ASPE
- f) Desert, chosen by ASPE
- g) Buffet, maybe Chef's choice (makes it easier for RSVP's)

ASPE -- SUGGESTED SPEAKER

- 1) Talk should be on construction related topic.
- 2) It is acceptable to use literature and examples from a specific company, especially if that product is a new product.
- 3) Speech organization is recommended as follows:
- 4) Overview of topic to be presented with one sentence for each major point.
- 5) Major points expounded upon.
- 6) Summary of major points.
- 7) Try to make the speech follow the normal thought process, takeoff sequence, and pricing of your trade/service.
- 8) Please explain how design parameters can affect your trade/product.
- 9) Handouts are appreciated, especially if they are keyed to the speech.
- 10) Copying company literature as handouts to illustrate this type of construction, printing handouts on company letterhead or attaching a business card are acceptable ways to get publicity.
- 11) Comparing and contrasting your company and the others in your field is legitimate and proper presentation of what is available in the market. If you are the sole supplier for this product/service, it is proper to say so.
- 12) Actual situations worked through on actual takeoff sheets are most valuable. They give the audience an estimator's eye view of how this trade/specialty is taken off and bid.
- 13) Rules of Thumb are very helpful.
- 14) Normal checks or estimating questions that are used to validate an estimate would be helpful.
- 15) In short, what would you like to know if you were starting on day one in this trade/specialty?
- 16) A podium will be provided.
- 17) ASPE does not have projection or computer equipment. A screen should be available.
- 18) It is **ABSOLUTELY NOT ACCEPTABLE** to use the speech to sell a specific product or service. That is an abuse of the speaker's position and will not be tolerated. If it occurs, the chapter president will give the speaker one warning. If the warning is not heeded the speech will be ended. (A topic should be a general topic of "Computerized Estimating" but not a sales pitch for specific software.)
- 19) The Speaker gets a free dinner.
- 20) Takeoff tips are always helpful for estimators new to a trade.
- 21) Stories: "The Good, The Bad and The Ugly" of actual experiences give real insight to a trade.
- 22) Don't forget to send a Thank You letter to the speaker.

ASPE -- COMMUNICATIONS

To succeed, a chapter **MUST** have a newsletter. The better the newsletter, the better the chances of success for the chapter. The newsletter is not only an internal communication piece; it is also a criterion by which prospective members will judge the chapter. There is no use reinventing the wheel. Copy freely from other chapter's back newsletters.

Consider putting the newsletter on-line and distributing via the internet as much as possible to reduce printing and postage costs.

If any of the following organizations have a local chapter, consider inviting them to come to the ASPE meeting/hosting a joint meeting:

- NAWIC
- AACE
- Subcontractors Associations
- ABC

ASPE –PUBLICITY

Write press releases and try to get publicity in the following:

- a) State, City and Local newspapers
- b) Any local construction related media
- c) Dodge Report
- d) Any other central bid room or bid depository

Try to get publicized in the newsletters of local chapters of:

- AACE
- ABC
- General Building Contractors Association
- (state or local) Contractors Association
- NAWIC
- (State or local) Subcontractors Association
- Any other local construction related organization
- AIA

ASPE -- Additional Information

Each ASPE chapter needs the following:

- A PO Box for mail which will stay constant even though officers change
- A chapter bank account
- A monthly newsletter
- If possible, an internet address
- A chapter website

DISSOLUTION OF A CHAPTER

When chapter membership falls to a level as described in the Society Bylaws, the governor contacts the Board of Trustees and recommends dissolution. Any funds left in the chapter bank account are sent to the Society Business Office. Those funds are held in the Inactive Fund for three years in the chapter's name. If the chapter is reorganized within three years, those funds are returned to the chapter.

SECTION 4 DUES AND MEMBERSHIP

Dues requirements for membership in the Society are described in the Society Bylaws. Refer to a current membership application or contact the SBO for the current dues structure.

When organizing a chapter, dues and completed membership applications should be submitted to the SBO. All of the dues invoicing after the initial organization will be handled by the SBO and the chapter portion of the dues are refunded to the chapters.

Chapter dues allocation checks will be accompanied by an alphabetized listing of the latest member's names for whom dues were allocated, date paid, amount paid, and the total amount of dues being sent. Dues checks should be deposited promptly as checks are only valid for sixty (60) days.

Chapter dues are that amount over the national dues which are required to operate a chapter. Each chapter must determine the amount to charge the members over and above the national per capita dues.

Dues Renewal

- Members joining AFTER June 1, 2008, will renew on their annual anniversary date.
- Members joining prior to June 1, 2008, dues are due on August 1. Dues must be received by August 31 to be included in the Membership Directory.
- Dues not paid within thirty (30) days of the due date shall be dropped from membership.

Chapters may derive revenue from sources other than membership dues. Examples of additional revenue sources:

- A. Educational seminars
- B. Additional charge for meals at dinner meetings
- C. Door prizes and raffles
- D. Special fund raising events such as golf tournaments and sporting clay tournaments

Membership in the Society is open to all individuals and companies in the construction industry including educators who instruct construction oriented courses and material suppliers of construction goods. The classification of members is specifically defined in the Society Bylaws. Membership in the Society does not require any special education, salary, age, test or experience factor.

SECTION 5 **CHAPTER NATIONAL COORDINATOR**

The National Board of Trustees manages the affairs of the Society using the input of the individual chapters. An ASPE Organization Chart can be found in our annual membership directory.

Participation by the chapters at the National level is accomplished in two ways. Each area of the country is administered by a Governor who represents chapters at each Trustees Meeting. At the National Convention, each chapter may be represented by a delegate, or delegates, whose voting power on issues before the National Convention is determined by the population of their chapter. (See the Society Bylaws.)

Chapter Delegates can transfer the number of votes they carry to a Chapter designated Alternate Delegate if for some reason the named Delegate cannot attend Convention, or if the named Delegate has to leave Convention due to outside emergency or sickness, provided the proposed transfer of votes to the Alternate is made known to the Society Business Office (SBO) prior to start of Convention, or to a representative of the SBO prior to start of the National Business Session.

A Delegate can transfer his or her votes to another named Delegate by naming that Delegate a proxy for the original Delegate if the Delegate has to leave Convention prior to the start of the National Business Session provided the proposed transfer of votes or proxy is made known to a representative of the SBO prior to the start of the National Business Session.

Chapter Bylaws cannot be in conflict with National Bylaws.

Each chapter is encouraged to produce its own local newsletter. Contributions to the national magazine by the chapters regarding articles of interest to the Society such as local events, education activities and technical papers are encouraged.

Input from the chapter received by National is coordinated so all chapters are working toward the same goal. Some chapters may differ on particular goals, however, as in any democratic organization the majority rules. If each chapter acted independently, the Society would be headed in as many directions as there are chapters. When all chapters work together, we can better achieve our goal, be it certification, standards or education.

SECTION 6 ASSOCIATION/CHAPTER SOCIETY TAX-EXEMPT STATUS

- **TAX STATUS**
- **EMPLOYER IDENTIFICATION NUMBER**

ASSOCIATION/SOCIETY TAX-EXEMPT STATUS

ASPE (national) is classified as a 501(c)3, "Educational Association".

Chapters can be classified as a 501(c)3, "Educational Association" or more appropriately, a 501(c)6, "Business League".

Most chapters will not qualify as a 501(c)3, nor will they want to proceed with the voluminous paperwork required for that status. If a chapter wants to provide "charitable contribution" receipts to donors, that chapter could incorporate their scholarship program as a 501(c)3 and their chapter as a 501(c)6. The recommendation is to incorporate as a 501(c)6 and not provide charitable contribution receipts.

EMPLOYER IDENTIFICATION NUMBER (EIN)

This is one of the first steps a chapter should take after receiving their chapter number.

An EIN is a nine-digit number that the IRS assigns in the following format: XX-XXXXXXX. It is used to identify the tax accounts of employers and certain others who have no employees. The IRS uses the number to identify taxpayers that are required to file various business tax returns. EINs are used by employers, sole proprietors, corporations, partnerships, non-profit associates, trusts, estates of decedents, governmental agencies, certain individuals and other business entities. You will use your IEN on all of the correspondence with the IRS. EINs are required to open a chapter bank account.

- All nonprofit organizations must apply for an EIN before filing for exempt status.
- All publications and forms are available at www.irs.gov
- Applying for an EIN can be done on-line. Your EIN number and letter will be emailed to you instantaneously.

See Section 7.0 for example EIN Letter, on-line application and mail-in application.

SECTION 7 CHAPTER INCORPORATION PROCEDURES

- **INCORPORATING IN YOUR STATE**
- **ACHIEVING 501(c)6 STATUS**

EXPLANATION OF CHAPTER INCORPORATION

Once a chapter has been formed and received a charter from the national organization, one of the next steps to take is that of incorporating. The procedures required are not as complex as one might think. By using common sense, logic and prudence, the act of incorporating a chapter can be reduced to a relatively simple task

Why incorporate? There are three major reasons:

- 1) To limit the exposure of the individual directors and officers of the chapter from legal and financial liability. Since the Society is a nonprofit organization, and its goals are managed and executed by officials working on a voluntary basis, it would be most difficult, if not impossible, to induce individuals to serve in a responsible capacity without some protection from liability.
- 2) Avoid the possibility of conflict with tax laws and/or the levying of unnecessary amounts of taxes by the local, state or federal governments. By incorporating as a nonprofit organization, the levies, if any, are minimal and the members, officers and directors can be completely comfortable in carrying out the monetary affairs of the chapter knowing they are complying with the law.
- 3) To insure perpetuity, Articles of Incorporation require a statement of the period of duration of the corporation. In stating this period as "perpetual," the life of the corporation is ceaselessly repeated. This fact, coupled with the reasons above, instills confidence in the entire membership, established or prospective, that the chapter will always continue to be in existence. However, the Articles of Incorporation do not assure perpetuity -only the members can do that.

When to incorporate? As soon as possible after the presentation of a chapter charter by the national organization, the eligible voting membership must be allowed to vote on the question of incorporation. With the advantages properly presented to the members, incorporation will undoubtedly be approved. The condition of the chapter's treasury also affects when the chapter will initiate the incorporation proceedings. Check with individual states for the definition of their corporation year. It is advisable to incorporate in August if possible, which coordinates the corporation year with the chapter fiscal year (August 1 to July 31). This synchronizes election of officers with the annual list of officers that states require of corporations.

How to incorporate? You can usually find incorporation forms from your Secretary of State's website. They are fairly easy to fill out, or you can contact an attorney who specializes in incorporation procedures to advise you on such matters as quantity and official capacity of incorporators, where to incorporate, forms you will be required to file and costs.

In most states, three or more officers are required to form a corporation, It is recommended the President, Secretary and Treasurer of the chapter be among the minimum required, These officers are usually members of the Board of Directors, and this simplifies the procedures, If one person must be designated to be responsible for filing legal and/or tax reports (sometimes known as "resident agent"), it should be the Chapter Secretary, unless the state of incorporation charges a fee for annual change of the registered agent.

Two documents which will probably be requested by an attorney are copies of the Society Bylaws and the Chapter Bylaws. It is necessary for the chapter to obtain an Employee Identification Number and to file the required reports with the appropriate agencies. Here again, an attorney can advise you on the proper procedures. Chapters should approve the sample chapter bylaws as provided, eliminating the need for an attorney.

A third document required is the Articles of Incorporation. This document can be drafted by an attorney, but this is a time consuming process. A copy of a model of Articles of Incorporation is included in the Appendix of this handbook, and it is suggested the copy be offered to the attorney along with the other requested papers. The model can readily be tailored and/or edited to meet the specific requirements of the chapter in the geographic area.

Because of the great number of variables in incorporation procedures, i.e., State corporation laws, tax laws at all governmental levels, attorney fees, etc., no attempt is being made to formulate a standard sequence to follow or guidelines for the costs involved. However, with a little research, you can avoid the cost of an attorney the act of incorporating a chapter. Costs vary by state, but average costs are approximately \$50 to file Articles of Incorporation, \$25 to file the Initial List of Officers and \$25 per year to file Annual List of Officers. Check the individual state requirements for fees, initial submissions and yearly submissions.

See Appendix vvv for example Articles of Incorporation and List of Officers.

NONPROFIT STATUS

ASPE Chapters are generally classified as a 501(c)6, "Business League".

What to file:

- Form 1024
- Attach Original and/or Amended Articles of Incorporation
- Attach Chapter Bylaws
- Attach a Narrative Description of Activities
- Include newsletter, brochures, etc.
- Additional Schedules applicable such as Schedule H if the organization provides scholarships directly to individuals and not the educational institute's scholarship foundation.
- If represented by an attorney or CPA, submit Form 2848
- User Fee

When to file:

Within 12 months, however, extensions can add up to 27 months after the end of the month in which you were legally formed.

Where to file:

- Internal Revenue Service. *Check the address for the method of delivery (mail or delivery services).*
- Form 1023 is used to file for nonprofit status. *Forms and instructions are available at www.irs.gov.*

Before starting the nonprofit process, chapters must have their:

- EIN numbers
- Articles of Incorporation
- Conformed Copy in applicable (a conformed copy is the original articles of incorporation and all amendments signed by the state of incorporation)
- Chapter Bylaws
- Financial Report and a Description of Activities.

Also the chapter must have the financial resources to pay the IRS User Fee.

- The product of this effort is a Determination Letter issued by IRS.

All private foundations (ASPE Chapters) exempt under section 501 (c)6 must file form 990-PF. Form 990-PF must be filed by the 15th day of the 5th month after the end of the accounting period. Consult tax professionals for individual chapter filings and any individual state tax filings that are required.

An exempt organization must also make available for public inspection, upon request and without charge, a copy of its original and amended annual information returns; its application for exemption and other documents as instructed by the tax code. See IRS instructions for public inspection procedures for organizations that do not maintain a permanent office (ASPE Chapters).

Chapters are required to send a copy of all tax status documents to the Society Business Office for the legal files and recordkeeping of the Society.

ATTACHMENTS:

- Appendix zzz --- Form 1024 501(c)6 Application and all backup.
- Appendix www --- Sample copy of a Chapter Charter
- Appendix xxx --- Sample IRS EIN number.
- Appendix yyy --- IRS determination letter stating sample chapter should be classified as a 501(c)6.

SECTION 8 CHAPTER ORGANIZATION

PRESIDENT

The President is the leader and spokesperson for the chapter. The President shall preside over all chapter dinner meetings. The President shall develop an agenda for use at every dinner meeting. He/She also presides over all Board of Directors/Executive Board meetings. The President shall develop an agenda for use at these meetings also. All Officers, Board of Director Members, and Committee Members report to the President. He/She appoints Chairs of the individual committees. The President votes on chapter matters during general meetings, however, as "Chairman of the Board" (president's title at board meetings) votes only to break a tie during board meetings. The President shall represent the chapter at all Regional Meetings and Conventions. The term of the President shall be one (1) year unless changed by individual chapter bylaws. The president, or another chapter officer as designated by the president, is required to attend the Annual National Convention and regional meetings.

VICE-PRESIDENT

The Vice-President shall perform duties and responsibilities as directed or assigned by the President. The Vice-President assumes the duties of the President in the President's absence. The Vice-President should be the "President-In-Training". The Vice-President should also be Chair of an important committee such as Programs, Membership, or Certification for example. The term of the Vice-President shall be one (1) year unless changed by individual chapter bylaws. Chapters may elect to follow the national model of officers by having multiple Vice Presidents. If multiple Vice-Presidents serve the chapter, the First Vice President assumes the duties of the President in the President's absence.

SECRETARY

The Secretary shall keep the minutes of all dinner meetings and Board of Director/Executive Board Meetings. The Secretary shall compile and distribute the meeting minutes within one (1) week of the meeting. The term of the Secretary shall be one (1) year unless changed by individual chapter bylaws. The Secretary should keep a file of attendance sheets for all chapter meetings.

TREASURER

The Treasurer shall manage all chapter funds. The Treasurer maintains checking and savings accounts. The Treasurer shall develop a budget for use by the Chapter. He/She shall have the checkbook available at meetings to pay bills/invoices as approved by the Board of Directors.

The Treasurer shall keep current with the IRS as far as filing status and shall make sure the Chapter is following all local, state, and federal tax laws. The Treasurer shall be bondable if so deemed necessary by the Board of Directors. Dual signatures on Chapter accounts may also be another safeguard, if desired. The Treasurer shall assist a CPA every two (2) years in conducting a review of the chapter finances. The term of the Treasurer shall be one (1) year unless changed by individual chapter bylaws. The Treasurer shall be responsible for seeing that an annual tax return for the chapter is filed with the IRS, with a copy to the Society Business Office.

CHAPTER COMMITTEE DESCRIPTIONS

ADVERTISING

- Solicit companies and/or members to advertise in the Chapter Newsletter
- Set advertising rates
- Set advertising goals to meet chapter financial needs as determined by the Finance Committee

AWARDS

- Develop goals so chapter will obtain points necessary for awards
- Develop lists and/or spreadsheets to track award goals throughout the year and update on a monthly basis
- Assign officers, directors, and members to various activities as required for point accumulation
- Submit for regional and national awards presented at the Annual Convention
- Report progress at each Board of Directors meeting

BY-LAWS

- Advise officers and board members of correct parliamentary procedures
- Monitor chapter activities for ethics
- Keep up to date on all by-law amendments
- Report progress at each Board of Directors meeting

CERTIFICATION

- Set goals for signing up new CPE candidates
- Hold certification workshop as required for certification cycle dates
- Receive Professional Evaluation Applications as required by National
- Perform due diligence on CPE candidates Professional Evaluation
- Send applications and fees in to Society Business Office by required dates
- Encourage candidates after they have received their paper topics
- Hold paper workshop prior to deadline to encourage candidates to complete their papers by the required date.
- Advise candidates as to the requirements of the technical paper
- Proctor GEK and DST tests as required. Provide quiet testing area.
- Stay in contact with candidates so they complete the program
- Award certificates to successful candidates.
- Report progress at each Board of Directors meeting
- Lead a chapter monthly meeting on certification

COLLEGE OR UNIVERSITY

- Develop liaison between faculty and students of a local college or university with a construction/engineering program and the chapter
- Set goals for student membership
- Set aside several meeting during year for small groups of students to attend
- Encourage interface between students and regular members
- Attend the college or university functions as required
- Set retention goals for students after graduation and track students in work force
- Report progress at each Board of Directors meeting

CHAPTER HISTORIAN

- Maintain chapter records
- Maintain contact with veteran members
- Develop Chapter historical facts. When formed, founding members, presidents. Membership levels
- Report progress at each Board of Directors meeting

EDUCATION

- Develop and present education programs 1 to 2 times a year
- Solicit students, contractors, etc for participation in programs
- Hold one educational program as a chapter fundraiser
- Promote ASPE ethics and ideals
- Encourage members and non-members to become better estimators

FINANCES

- Chairman – Treasurer (refer to Treasurer duties)
- Set financial goals to meet chapter goals
- Present written budget for each ASPE year. Update quarterly
- Develop 1 new major fundraiser for chapter immediately and then maintain on a yearly basis.
- Receive and disburse funds
- Report progress at each Board of Directors meeting

HOSPITALITY

- Be at meeting prior to start
- Greet all attendees, especially new or potential members and guests
- Maintain and stockpile all necessary supplies
- Sign in members. Obtain business card if new member or guest

- Hand out name cards
- Direct member or guest to select dinner choice. Note selection and give member or guest the corresponding dinner ticket
- Receive money for dinners from members and guest
- Issue raffle ticket as applicable
- Maintain receipt book as required
- Turn over any funds collected to treasurer
- Maintain lists to track attendance and furnish attendance list for Secretary
- Maintain liaison with restaurant to ensure dinners are served on time and that service is acceptable
- Report progress at each Board of Directors meeting

MEMBERSHIP

- Set membership goals
- Promote ASPE
- Solicit potential new members
- Solicit guests at chapter meetings
- Have membership material available at all chapter meetings
- Encourage all officers and directors to bring in one new member every year
- Send out membership packages and follow up with phone calls and letters
- Report progress at each Board of Directors meeting

NEWSLETTER

- Set firm publishing dates and meet them
- Solicit articles for newsletters
- Design newsletter
- Ensure all columnists send in articles in accordance with publication deadlines
- Arrange for distribution to membership
- Present written budget for each ASPE year
- Report progress at each Board of Directors meeting

NOMINATIONS

- Chairman – Should be outgoing President
- Solicit and nominate candidates for all positions
- Develop and mail out ballot to all qualified voters
- Nominate Chief Teller to receive and tabulate votes
- Announce results to all candidates by phone and mail
- Announce results to Publicity Chairman for proper publicity in the local newspaper and other applicable groups
- Report progress at each Board of Directors meeting

PROGRAMS

- Obtain a programs for every meeting
- Send out formal requests to agreeable speakers informing them of dates, times, handouts, etc.
- Obtain biographical and program information from speaker
- Develop meeting announcement
- Send meeting announcements to board members for distribution
- Send announcement in a timely manner to Publicity Chairman so announcement is printed in various publications
- Solicit program ideas from all members
- Announce speaker at meeting
- Maintain speaker and program records
- Report progress at each Board of Directors meeting

PUBLICITY

- Promote ASPE in newspapers, magazines, radio, TV, universities, construction organizations, etc.
- Make sure all meeting announcements make printing deadlines
- Report progress at each Board of Directors meeting

WEBSITE

- Develop, maintain, and continuously improve website
- Set and adhere to a website update schedule
- Enter new information in a timely manner. Delete old information in a timely manner.
- Develop links to members and National website
- Present written budget for each ASPE year
- Work with advertising committee to solicit advertising for the website to reduce chapter out of pocket costs.
- Maintain contingency plan should present Webmaster become unavailable
- Report progress at each Board of Directors meeting

SECTION 9 ASPE CODE OF ETHICS AND CANONS

INTRODUCTION

Ethical principles are presented which are intended as a broad guideline for professional estimators and estimators in training. The philosophical foundation upon which the rules of conduct are based is not intended to impede independent thinking processes, but is a foundation upon which professional opinions may be based in theory and in practice.

Please recognize that membership in and certification by the American Society of Professional Estimators are not the sole claims to professional competence but support the canons of this code.

The distinguishing mark of a truly professional estimator is acceptance of the responsibility for the trust of client, employer and the public. Professionals with integrity have therefore deemed it essential to promulgate codes of ethics and to establish means of insuring their compliance.

PREAMBLE

The objective of the American Society of Professional Estimators is to promote the development and application of education, professional judgment and skills within the industry we serve. Estimators must perform under the highest principles of ethical conduct as it relates to the protection of the public, clients, employers and others in this industry and in related professions.

The professional estimator must fully utilize education, years of experience, acquired skills and professional ethics in the preparation of a fully detailed and accurate estimate for work in a specific discipline. This is paramount to the development of credibility by estimators in our professional service.

Estimating is a highly technical and learned profession and the members of this society should know that the work is of vital importance to the clients and to the employers they serve. Accordingly, the service provided by the estimator should exhibit honesty, fairness, trust, impartiality and equity to all persons served.

THE CANONS

Canon #1

Professional estimators shall perform services in areas of their discipline and competence.

1. Estimators shall to the best of their ability represent truthfully and clearly to a prospective client or employer their qualifications and capabilities to perform services.
2. The estimator shall undertake to perform estimating assignments only when qualified by education or years of experience in the technical field involved in any given assignment.
3. The estimator may accept assignments in other disciplines based on education or years of experience as long as qualified associate, consultant or employer attests to the accuracy of their work in that assignment.
4. An estimator may be subjected to external pressures to perform work above or beyond qualifying education and experience. In fact, estimators must retain their integrity and professionalism by avoiding involvement in situations that may cause loss of independence and integrity as a professional estimator.

Canon #2

Professional estimators shall continue to expand their professional capabilities through continuing education programs to better enable them to serve clients, employers, and the industry.

1. A member of the American Society of Professional Estimators will strive to gain the honored position of "Certified Professional Estimator" and encourage others in the society to obtain this honored position.
2. Members will lend personal and financial support, where feasible, to the schools and institutions engaged in the education and training of estimators.
3. Members will cooperate in extending the effectiveness of the profession by interchanging information and experience with other estimators and those in training to be estimators, subject to legal or proprietary restraints.
4. Members will endeavor to provide opportunity for the professional development and the advancement of estimators and those in training under their personal supervision.

Canon #3

Professional estimators shall conduct themselves in a manner which will promote cooperation and good relations among members of our profession and those directly related to our profession.

1. By treating all professional associates with integrity, fairness, tolerance and respect, regardless of national origin, race, religion, sex or age.
2. By extending fraternal consideration when giving testimony that may be damaging to a member of our society, as long as it does not violate this Code of Ethics and the laws governing the proceedings.
3. By accepting the obligation to assist associates in complying with the code of professional ethics. The professional character of our society is dependent upon

continuing mutual cooperation with one another. It is the essential element of our continued success.

4. By recognizing the ethical standards set by other professionals, such as architects and engineers, directly related to our industry and by extending to them the common courtesies they deserve predicated upon the good will of all the obligations of the true professional to uphold the highest ethical standards in our free society.
5. By acting honorably, both in personal and professional life, by avoiding situations that may erode public respect. Ethical and personal character shall be paramount in estimators' life styles.

Canon #4

Professional estimators shall safeguard and keep in confidence all knowledge of the business affairs and technical procedures of an employer or client.

1. By not revealing privileged information or facts pertaining to methods used in estimating procedures prescribed by an employer, except as authorized or required by laws.
2. By holding in strict confidence all information concerning a client's affairs acquired during the fulfillment of an engagement and completion of an estimating procedure.
3. By serving clients and employers with professional concern for their best interests, provided however, this obligation must not endanger personal integrity or independence or a high degree of ethical conduct, as set forth in this Code of Ethics and related state and federal laws.

Canon #5

Professional estimators shall conduct themselves with integrity at all times and not knowingly or willingly enter into agreements that violate the laws of the United States of America or of the states in which they practice. They shall establish guidelines for setting forth prices and receiving quotations that are fair and equitable to all parties.

1. By not participating in bid shopping as it is known in the building construction industry today. Bid shopping occurs when after the award of the contract, a contractor contacts several subcontractors of the same discipline in an effort to reduce these previously quoted prices. This practice is unethical, unfair and is in direct violation of the Code of Ethics as recognized by the American Society of Professional Estimators
2. By not accepting quotations from unqualified companies or suppliers. Every effort should be made to pre-qualify any bidder to be used.
3. By not divulging privileged figures from subcontractors and suppliers to competitors prior to bid time in an effort to drive down prices of either. Should quotes be received from subcontractors or suppliers that are obviously low or appear to be in error, this person should be asked to review his price. When making this effort, quotes of others shall not be divulged.
4. By not padding or inflating quoted bid prices. An unethical practice for a professional estimator is to pad or inflate quotes when bidding with firms known for bid shopping. If not a violation of applicable laws, a professional estimator should not provide quotes to known bid shoppers.

5. Professional estimators shall not enter into the unethical practice of complimentary bids (comp bids). This practice is a violation of the Code of Ethics of the American Society of Professional Estimators.

Canon #6

Professional estimators shall utilize their education, years of experience and acquired skills in the preparation of each estimate or assignment with full commitment to make each estimate or assignment as detailed and accurate as their talents and abilities allow.

1. By not formulating estimates from a partial set of bid documents. This is in direct violation of the code of good estimating practices and is not acceptable. To formulate an accurate estimate in any discipline, a full review must be made of all related bid documents. Any other approach could cause errors or omissions that may endanger professional integrity and reliability. Exceptions to this rule should be considered only for the preparation of a conceptual estimate
2. It is of paramount importance to a professional estimator to minimize the possibility of making mistakes or errors. The more detailed the estimate, the better the accuracy will be.
3. Each estimate shall be cross checked by means that will insure that it is technically and mechanically free from mistakes, oversight or errors. If possible and feasible, estimates should be checked by other professionals. If it is not feasible for someone else to cross check an estimate, the estimator should cross check their own estimate by utilizing a different method, such as using the historical data or unit prices based on previous cost data on similar project.

Canon #7

Professional estimators shall not engage in the practice of "Bid Peddling" as defined by this code. This is a breach of moral and ethical standards, and this practice shall not be entered into by a member of this Society.

1. Bid peddling occurs when a subcontractor approaches a general contractor who has been awarded a project, with the intent of voluntarily lowering the original price below the price level established on bid day. This action implies that the subcontractor's original price was either padded or incorrect. This practice undermines the credibility of the professional estimator and is not acceptable.
2. The same procedure applies to a professional estimator engaged as a general contractor, as defined in the previous paragraph, when the estimator approaches an owner or client to voluntarily lower the original bid price.
3. When a proposal is presented, the professional estimator is stating the estimate has been prepared to the best of their ability using their education, expertise and recognized society standards. Entering into unethical practices such as "bid peddling" jeopardizes both personal and society professional credibility, while violating the trust of the clients.

Canon #8

Professional estimators and those in training to be estimators shall not enter into any agreement that may be considered acts of collusion or conspiracy (bid rigging) with the implied or express purpose of defrauding clients. Acts of this type are in direct violation of the code of ethics of the American Society of Professional Estimators.

1. Bid rigging, collusion and conspiracy, as defined by the American Society of Professional Estimators, may occur between two (2) or more contractors or two (2) or more subcontractors. Agreements are reached by companies or individuals in the act of conspiring to pre-set the price of a particular project (private or governmental) with the express purpose of predetermining the intended recipient of a contract to be awarded at a fixed price.
2. Professional estimators and those in training to be estimators shall not be associated with firms which are known to participate in the practice of bid rigging.
3. There are no conditions or social convention that will allow a professional estimator to enter into such fraudulent acts as those of bid rigging, knowing that they are held to be unlawful, immoral, unethical and unacceptable to this society.

Canon #9

Professional estimators and those in training to be estimators shall not participate in acts such as the giving or receiving of gifts that are intended to be or may be construed as being unlawful acts of bribery.

1. Professional estimators should not offer cash, securities, intangible property rights or any personal items in order to influence or that give the appearance of influencing
2. Professional estimators should not accept gifts, gratuities or entertainment that would place them in a position of breaking existing laws (municipal, state or federal) or that give the appearance of creating an inducement which would affect the estimator's professional credibility by placing them in a position of obligation.

SECTION 10 WHAT'S IN IT FOR ME?

- ✓ If you enjoy fellowship and would like to make friends across the United States and beyond,
- ✓ if ethics is most important to your business and
- ✓ if networking is helpful to you and your trade then ASPE is where you belong.
- ✓ ASPE helps individuals to do all of the above and more.
- ✓ With ASPE's certification program and continuing educational classes you can benefit your career and resume to the highest levels of construction.
- ✓ All it takes is to join ASPE and be involved at the Chapter, Regional and National levels.
- ✓ If you have been an estimator for five years or more and join ASPE as an estimator level member, then you are eligible to enter into the ***Certified Professional Estimator (CPE)*** program. The CPE designation is another level of recognition and professional status to add respect and career growth as an Estimator.
- ✓ There is a vast library of technical papers, articles and data that is available to members of ASPE through the catalog of articles and papers that have been submitted by ASPE members and are kept on file on the National Webpage – www.aspenational.org.

Membership in ASPE will add personal growth and self esteem as well as professional growth and career stability.

AMERICAN SOCIETY OF PROFESSIONAL ESTIMATORS, CHAPTER 12**RESTATED ARTICLES II. AND III.****II.**

- A. Said corporation is organized exclusively for the promotion of the common interest of estimating, the education of the common interest of estimating and the professional conduct of the common interest of estimating within the meaning of Section 501(c)(6) of the Internal Revenue Code (or the corresponding section of any future Federal tax code.)
- B. No part of the net earning of the corporation shall inure to the benefit of, or be distributable to its members, trustees, directors, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of Section 501(c)(6) purposes. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.
- C. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal income tax under Section 501(c)(6) of the Internal Revenue Code (or corresponding section of any future Federal tax code).

III.

The property of this Corporation is irrevocably dedicated to promotion, education and professional purposes, and no part of the net income or assets of this Corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution of this corporation assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(6) of the Internal Revenue Code, (or corresponding section of any future Federal tax code), or shall be distributed to the Federal Government, or to a state or local government, for a public purpose. The primary intention is to distribute assets, upon dissolution, to The American Society of Professional Estimators, 2525 Perimeter Place Drive, Suite 103, Nashville, TN 37214, EIN 23-7120611.

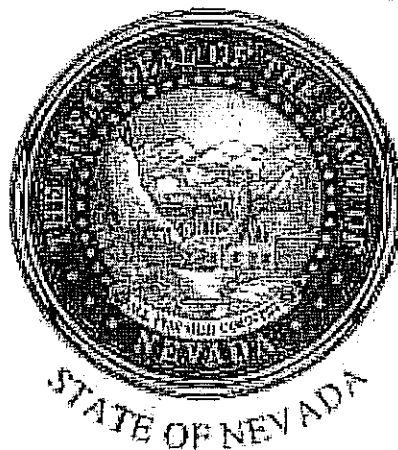
3. The foregoing Restatement of Articles of Incorporation has been duly approved by the Board of Directors.

The undersigned declare under penalty of perjury that the matters set forth in the foregoing Certificate are true and correct.

Executed at Sparks, Nevada on June 12, 2009.

Donna Koepp, President

Paul Swenson, Treasurer



CORPORATE CHARTER

I, ROSS MILLER, the duly elected and qualified Nevada Secretary of State, do hereby certify that **AMERICAN SOCIETY OF PROFESSIONAL ESTIMATORS, CHAPTER 12**, did on March 26, 2008, file in this office the original Articles of Incorporation; that said Articles of Incorporation are now on file and of record in the office of the Secretary of State of the State of Nevada, and further, that said Articles contain all the provisions required by the law of said State of Nevada.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of State, at my office on March 28, 2008.

A handwritten signature in cursive script, appearing to read "Ross Miller".

ROSS MILLER
Secretary of State

By

A handwritten signature in cursive script, appearing to read "Patricia A. Blossum".

Certification Clerk



ROSS MILLER
Secretary of State



SCOTT W. ANDERSON
Deputy Secretary
for Commercial Recordings

OFFICE OF THE
SECRETARY OF STATE

Filing Acknowledgement

March 26, 2008

Job Number
C20080327-2086

Corporation Number
E0203642008-3

Filing Description

**Document Filing
Number**

Date/Time of Filing

Articles of Incorporation

20080212054-14

March 26, 2008 07:37:44
AM

Corporation Name

Resident Agent

AMERICAN SOCIETY OF
PROFESSIONAL ESTIMATORS,
CHAPTER 12

JOSEPH A FLEMMING

The attached document(s) were filed with the Nevada Secretary of State, Commercial Recordings Division. The filing date and time have been affixed to each document, indicating the date and time of filing. A filing number is also affixed and can be used to reference this document in the future.

Respectfully,

A handwritten signature in black ink, appearing to read "Ross Miller".

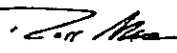
ROSS MILLER
Secretary of State

Commercial Recording Division
202 N. Carson Street
Carson City, Nevada 89701-4069
Telephone (775) 684-5708
Fax (775) 684-7138



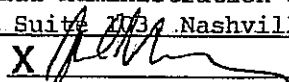
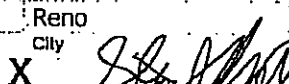
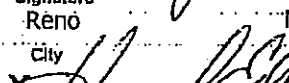

ROSS MILLER
Secretary of State
206 North Carson Street
Carson City, Nevada 89701-4299
(775) 684 5708
Website: secretaryofstate.biz

**Articles of Incorporation
Nonprofit Cooperative Corporation
Without Stock**
(PURSUANT TO NRS 81.410-81.540)

Filed in the office of  Ross Miller Secretary of State State of Nevada	Document Number 20080212054-14 Filing Date and Time 03/26/2008 7:37 AM Entity Number E0203642008-3
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USE BLACK INK ONLY - DO NOT HIGHLIGHT

ABOVE SPACE IS FOR OFFICE USE ONLY

1. <u>Name of Corporation:</u>	American Society of Professional Estimators, Chapter 12		
2. <u>Resident Agent Name and Street Address:</u>	Name <u>Joseph A. Flemming</u> <u>3675 Right Hand Canyon Rd, Reno</u> Nevada <u>89510</u> <small>(MANDATORY) Physical Street Address City State Zip Code</small> <small>(OPTIONAL) Mailing Address City State Zip Code</small>		
3. <u>Names, Addresses and Number of Board of Directors/Trustees:</u> <small>(must not be less than three)</small>	The First Board of Directors/Trustees shall consist of _____ members whose names and addresses are as follows: 1. <u>Joseph A. Flemming - President</u> Name _____ <u>3675 Right Hand Canyon Rd.</u> <u>Reno,</u> <u>Nevada 89510</u> Street Address City State Zip Code 2. <u>Steve Bonicatto - 1st Vice President</u> Name _____ <u>3435 University Green Dr.</u> <u>Reno</u> <u>Nevada 89512</u> Street Address City State Zip Code 3. <u>Howard Eells - 2nd Vice President</u> Name _____ <u>1540 Roma Ct.</u> <u>Reno</u> <u>Nevada 89523</u> Street Address City State Zip Code		
4. <u>Purpose:</u> <small>(required; continue on additional page if necessary)</small>	The purpose of this Corporation shall be: Provides education, fellowship and professional development opportunities for the members.		
5. <u>Voting Power and Property Rights/Interest of Each Member:</u> <small>(please see instructions)</small>	Equal In the event of dissolution, Chapter 12 assets will be distributed to ASPE National Administration Office at <u>2525 Perimeter Place Dr., Suite 103 Nashville, TN 37214</u>		
6. <u>Names, Addresses and Signatures of Incorporators:</u> <small>(must be subscribed by three or more of the original members, a majority of whom must be residents of this state)</small>	1. <u>Joseph A. Flemming</u> <u>X</u>  Name Signature <u>3675 Right Hand Canyon Rd.</u> <u>Reno</u> <u>Nevada 89510</u> Address City State Zip Code 2. <u>Steve Bonicatto</u> <u>X</u>  Name Signature <u>3435 University Green Dr.</u> <u>Reno</u> <u>Nevada 89512</u> Address City State Zip Code 3. <u>Howard Eells</u> <u>X</u>  Name Signature <u>1540 Roma Ct.</u> <u>Reno</u> <u>Nevada 89523</u> Address City State Zip Code		
7. <u>Certificate of Acceptance of Appointment of Resident Agent:</u>	I hereby accept appointment as Resident Agent for the above named corporation. <u>X</u>  <u>3-19-08</u> Authorized Signature of R.A. or On Behalf of R.A. Company Date		

This form must be accompanied by appropriate fees.

Nevada Secretary of State Form NRS 81.410 Articles 2007
Revised on: 01/01/07



ROSS MILLER
 Secretary of State
 202 North Carson Street
 Carson City, Nevada 89701-4201
 (775) 684 5708
 Website: secretaryofstate.biz

Resident Agent Acceptance

General Instructions for this form:

ABOVE SPACE IS FOR OFFICE USE ONLY

1. Please print legibly or type; Black Ink Only
2. Complete all fields. Do not highlight.
3. Ensure that document is signed in signature field.

In the matter of: Americal Society of Professional Estimators, Chapter 12

(Name of business entity)

Joseph A. Flemming

(Name of resident agent)

hereby state that on 2/13/08 I accepted the appointment as resident agent

(Date)

for the above named business entity. The street address of the resident agent in this state is as follows:

3675 Right Hand Canyon Rd.

(MANDATORY) Physical Street Address

Suite number

Reno

NEVADA

89510

City

Zip Code

Optional: (address where mail will be sent)

1050 21st. Street

(OPTIONAL) Additional Mailing Address

Suite number

Sparks,

Nevada

89431

City

State

Zip Code

Signature:

X

Authorized Signature of R.A. or On Behalf of R.A. Company

Date

STANDARD CHAPTER BYLAWS

ARTICLE I – NAME

This organization known as Revo Chapter 12 Chapter (hereinafter "the Chapter") Number of the American Society of Professional Estimators (hereinafter "the Society") consisting of members as defined in Article III of these Bylaws is operated as a non profit, educational organization.

ARTICLE II – OBJECT

The object of this Chapter shall be:

- To further the recognition of construction estimating as a professional field of endeavor.
- To promote education and contribute to the betterment of the construction industry.
- To observe and promote ethical standards of conduct.
- To contribute to the establishment and publication of standard construction estimating practices.
- To promote the certification program by which professionalism to construction estimating and adherence to these standards is recognized.

ARTICLE III – MEMBERSHIP

The Chapter shall consist of individual memberships in classifications as specified herein for persons who are members of the American Society of Professional Estimators and are actively employed in the construction industry or construction related services, except for Member Emeritus who shall be retired.

SECTION 1 MEMBERSHIP CLASSIFICATION

Membership in the Chapter shall be open to persons meeting the following qualifications regardless of national origin, race, creed, sex, or age and shall consist of:

- A. Certified Professional Estimator: Each Certified Professional Estimator shall be qualified to practice as an estimator in one or more of the construction estimating disciplines and who meets all the certification requirements of the Society. The Certified Professional Estimator shall have all the rights and privileges of the Society.
- B. Estimators: Each Estimator shall have at least five years experience as an Estimator in one or more of the construction estimating disciplines. The Estimator shall have all the rights and privileges of the Society.
- C. Associate Estimators: Each Associate Estimator shall have cumulative experience of less than five years as an Estimator in one or more of the construction estimating disciplines. The Associate Estimator shall have all the rights and privileges of the Society.
- D. Constructor: Each Constructor shall be an active construction professional experienced in one or more of the construction disciplines with at least five years experience. The Constructor shall have all the rights and privileges of the Society. (amended 7/97)
- E. Associate Constructor: Each Associate Constructor shall be an active construction professional experienced in one or more of the construction disciplines with less than five years cumulative experience. The Associate Constructor shall have all the rights and privileges of the Society. (amended 7/97)
- F. Fellow Members: A Fellow Member shall be elected to Fellowship by the Fellowship Committee. A Fellow Members shall be a Certified Professional Estimator and shall have been a member in the Society for a period of ten years at the time of nomination for Fellowship. The fellow Member shall be recognized for making an exceptional contribution to the Society and the art of estimating. The Fellow Members shall not be required to pay dues and shall have all the rights and privileges of the Society.
- G. Members Emeritus: A Member Emeritus shall have been a member in the Society for at least ten years or a Charter Member of a Chapter and shall be working less than full time in the construction industry and shall have reached the age of sixty years. The Member Emeritus status shall be

recommended by the member's Chapter or by the Board of Trustees for Members-at-Large. The Member Emeritus shall have all the rights and privileges of the Society.

- H. Students: A Student shall be a full time student actively pursuing a curriculum leading to a degree or a certificate in a construction related field. The Student shall not hold office in the Society and shall not be eligible to vote except at the Chapter level in the case of a Student Chapter.
- I. Affiliate Members: An Affiliate Member shall be employed in a construction related field. An Affiliate Member shall have all the rights and privileges of the Society, except the Affiliate Member shall not hold office in the Society and shall not be eligible to vote except at the Chapter level.
- J. Honorary Members: An Honorary Member shall be from outside the defined membership classifications who has performed distinguished service in activities related to the profession of construction estimating. The Honorary Member shall not be required to pay dues. The Honorary Member shall have all the rights and privileges of the Society, except the Honorary Member shall not hold office and shall not be eligible to vote.

SECTION 2 APPLICATION PROCEDURE

- A. A Member-at-Large shall be a person classified in one of the membership categories who is not a member of a Chapter because of geographical location. Application for membership shall be submitted to the Society Business Office. The application shall be approved by the Board of Trustees or its designated agent.
- B. Application for Chapter membership shall be submitted to the Chapter Membership Committee for approval by the Board of Directors.
- C. The effective date of membership in the Society shall be the date of receipt of the application and dues at the Society Business Office.
- D. Membership may be transferred from one Chapter to another, or from Member-at-Large to a Chapter, or Chapter to Member-at-Large, provided the Chapter(s) and Members-at-Large involved notify the Society Business Office in writing.

SECTION 3 -- DURATION OF MEMBERSHIP

The duration of membership shall be for one year and is renewable annually.

SECTION 4 -- DUES

- A. The Chapter shall establish annual dues and fees which shall be payable upon approval of application for membership.
- B. Dues may be prorated in accordance with guidelines established by the Board of Directors for new members joining the Chapter after September 1. (amended 7/99)
- C. Renewal dues are payable by August 1 and are delinquent August 31. (amended 7/99)
- D. A Certified Professional Estimator requesting reinstatement after a lapse in membership, shall pay the current Society and Chapter dues and regain Certification as prescribed by established Certification Board Policies.
- E. Any change to the Chapter dues structure shall become effective the fiscal year following adoption of such change.

SECTION 5 -- MEMBER IN GOOD STANDING

A member is in good standing only when all financial obligations to the Society and Chapter have been paid. A member not in good standing shall forfeit all rights and privileges of membership until such financial obligations are paid.

SECTION 6 -- SUSPENSION OR EXPULSION

- A. After written notification the Board of Directors may, with a two thirds vote of the total Board of Directors members, censure, suspend or expel a Member from the Chapter for:

1. Disregard for the purpose of the Society.
 2. Violation of the Code of Ethics of the Society.
 3. Violation of the Society or Chapter Bylaws.
 4. Conduct prejudicial to the welfare or purposes of the Chapter.
- B. A member censured, suspended or expelled from the Chapter may request reconsideration by the Board of Directors of its action upon conditions and within the time limit and procedures established by the Board of Directors. Within thirty days after the Board of Directors has notified the member in writing of its decision on the reconsideration, the member may request a hearing before the Board of Directors at its next regular meeting.

ARTICLE IV – FISCAL YEAR

The fiscal year of the Chapter shall be August 1 to July 31. The books shall be closed on July 31. (amended 7/99)

ARTICLE V – CHAPTERS

Chapters shall hold regularly scheduled Membership Meetings. One third of the Chapter voting membership shall constitute a quorum for Chapters with 50 or less than 50 members; one fourth of the Chapter membership shall constitute a quorum for Chapters with more than 50 members.

ARTICLE VI – REGIONS

Chapters are located within geographic sections of the country determined to be Regions by the Board of Trustees. Chapter members attending respective Regional Meetings shall be entitled to vote on all Regional and Society business brought before the assembly.

ARTICLE VII – OFFICERS

The elected officers of the Chapter shall be a President, Vice President, Secretary and Treasurer, and Directors and may include a Second Vice President, Third Vice President and Corresponding Secretary.

SECTION 1 – DUTIES OF OFFICERS

- A. The President shall:
1. Call and preside at all meetings.
 2. Appoint all Committee Chairmen with the exception of the Nominating Committee and the Finance Committee.
 3. Be an ex-officio member of all committees except the Nominating Committee.
 4. Be one of three persons authorized to sign checks and appoint the third person authorized to sign checks.
 5. Appoint a Chief Teller and two assistant tellers.
 6. Vote only to make or break a tie.
 7. Attend Regional Meetings and the Annual Meeting.
 8. Perform such other duties prescribed in these Bylaws or as requested by the Board of Directors.
- B. The Vice President/s shall:
1. Act as aides to the President.
 2. Assume the duties of the President, in order of precedence, when that officer is unable or unwilling to act.
 3. Attend all Membership Meetings and Board of Directors Meetings.
 4. Oversee or chair any committees to which they may be assigned by the President.

C. The Treasurer shall:

1. Serve as Chairman of the Finance Committee and prepare and present a budget for approval by the membership.
2. Maintain all Chapter accounts and financial records and present Treasurer's Reports at regular meeting of the Board of Directors.
3. Be one of three persons authorized to sign checks.
4. Receive and disburse Chapter funds as directed by the Board of Directors.
5. Prepare and submit all reports required to maintain a non-profit status during the term served.
6. Submit all accounting and financial records for audit within thirty days of the close of the fiscal year.

D. The Secretary shall:

1. Be responsible for the permanent records of the Chapter including minutes of all regular and special meetings of the Chapter and Board of Directors.
2. Maintain a current roster of Chapter membership.
3. Attest to all documents required to be executed by the Chapter.
4. Perform such other duties as may be requested by the President or Board of Directors.

E. The Corresponding Secretary (if any) shall:

1. Be responsible for all correspondence of the Chapter.

SECTION 2 -- TERM OF OFFICE

- A. The term of office shall be for one year commencing August 1, and continue until the successors are elected or selected.
- B. Officers shall not be elected to the same office for more than two consecutive terms.
- C. An officer who has served more than half a term is considered to have been elected for the full term.
- D. A Society Officer may only be elected to a Directors position.

SECTION 3 -- VACANCIES

- A. A vacancy in the office of President shall be filled by the First Vice President.
- B. A vacancy in the office of Vice President shall be filled by either:
 1. Appointment by the President, and a majority vote of the remaining voting officers shall approve, of an interim Vice President to complete the unexpired term when there is only one Vice President or;
 2. Each Vice President shall ascend to the next highest vacant position in order of precedence. The President shall appoint, and a majority of the remaining voting officers shall approve, interim Vice President(s) to fulfill the remainder of the unexpired term.
 3. In the event of a vacancy in the office of both President and Vice President, when there is only one Vice President, the Chapter shall elect the President by ballot; the President shall appoint, and the remaining voting officers shall approve, an interim Vice President to fulfill the unexpired term.
- C. A vacancy in any other office, except that of Immediate Past President which shall not be filled, shall be filled by Presidential appointment, with approval by majority vote of the remaining officers.

ARTICLE VIII -- NOMINATIONS AND ELECTIONS**SECTION 1 -- NOMINATIONS**

Any member may nominate a candidate or candidates for Chapter office.

SECTION 2 – QUALIFICATIONS

The member nominated shall be a member in good standing, fulfill the qualifications specified herein and shall express a willingness to serve in the office for which nominated. Nominees for President shall have served on the Board of Directors.

SECTION 3 – NOMINATING COMMITTEE

A Nominating Committee of at least three members shall be elected at the March Membership meeting to receive and solicit nominations. The Committee shall elect its own Chairman. The President shall not serve on the Nominating Committee. The Nominating Committee shall present the slate of candidates which shall be announced at the April Membership Meeting. Additional nominations may be taken from the floor until nominations are declared closed. All Chapter members shall receive notification of the slate of candidates and the balloting deadline. (amended 7/99)

SECTION 4 – VOTING

All members in good standing are eligible to vote. Secret ballots shall be counted by the tellers at the May Membership Meeting. Elected officers shall receive a majority of the votes cast. If there are more than three candidates for an office, a plurality vote shall elect. In the event of a tie, Chapter members in attendance at the May Membership Meeting shall vote by secret ballot to decide the election. (amended 7/99)

SECTION 5 – ANNOUNCEMENT

The results of the election shall be announced by the presiding officer and the Teller's Report shall become part of the permanent records of the Society. Chapter members shall receive notice of the results of the election. The Secretary shall notify the Society Business Office of the election results by July 1. (amended 7/99)

ARTICLE IX – BOARD OF DIRECTORS**SECTION 1 – MEMBERS**

The Board of Directors shall be composed of the President, Vice President(s), Secretary, Treasurer and Directors, and may include a Corresponding Secretary. The Immediate Past President shall be an ex-officio member of the Board of Directors and may have voting privileges.

SECTION 2 – DUTIES

The Board of Directors shall:

- A. Exercise general supervision and control over the affairs of the Chapter;
- B. Approve all appointments made by the President;
- C. Approve the budget, appropriate necessary funds necessary to meet the expenses of the Chapter, and designate depository institutions into which funds shall be deposited. The Board shall authorize waiver, or payment of the cost of, any bond required of anyone holding Chapter funds or property.
- D. Report to Chapter business transacted by it;
- E. Investigate all grievances and complaints of irregularities presented to it, and serve as a body to which members may appeal.
- F. Take all such other actions as may be necessary for the proper functioning of the Chapter which are consistent with these Bylaws.

SECTION 3 – MEETINGS OF THE BOARD OF DIRECTORS

- A. The Board of Directors shall hold regularly scheduled meetings. The location shall be determined by the Board of Directors.
- B. The Board of Directors meetings shall be open to the membership of the Chapter, but members may only participate when requested to do so by the presiding officer. The Board of Directors may, in its discretion and for good cause, conduct certain business in meetings to be attended only by the Board of Trustees and those persons specifically invited by the Board of Directors.
- C. Special meetings of the Board of Directors may be called by the President or a majority of the Board of Directors. The call for a Special meeting shall be made at least fifteen days before the meeting and shall state the items of business to be transacted. No other business may be transacted except that stated in the call of the Special meeting.
- D. The last regularly scheduled meeting of the fiscal year shall be a Joint Board Meeting which shall be attended by all incoming and outgoing officers and committee chairs. Those in outgoing positions shall transfer records for the fiscal year to the incoming officers and committee chairs.

SECTION 4 – QUORUM

A majority of the Board of Directors shall constitute a quorum.

ARTICLE X – ANNUAL MEETING**SECTION 1 – DELEGATES**

The Delegate(s) and Alternate(s) shall be elected by the Chapter membership to represent the Chapter at the Annual Society Business Council.

- A. The Chapter shall be entitled to one vote for every voting member based on Society records of Chapter membership as of July 1. (amended 7/99)
- B. Each Delegate shall be entitled to one Alternate
- C. One Delegate may vote the total number of votes assigned to the Chapter.
- D. The Society Business Office shall be informed of the name(s) of the Chapter Delegate(s) and Alternate(s) 30 days prior to the Annual Meeting.

ARTICLE XI – COMMITTEES**SECTION 1 – CREATION**

The President may authorize the creation of committees as deemed necessary to conduct the affairs of the Society.

SECTION 2 – STANDING COMMITTEES

The Standing Committees of the Chapter shall include Awards, Bylaws, Certification, Standards, Education, Finance, Membership, Program, and may include Newsletter, Industry Awareness, Public Relations, and Historical Committees. The President shall appoint the chairmen of the following Standing Committees with the approval of the Board of Trustees:

- A. Awards Committee which shall verify all Chapter nominations for Society Awards; prepare and submit documentation of Chapter activities for Society Chapter Awards; select recipients for Chapter awards and procure and prepare awards for presentation.
- B. Bylaws Committee which shall receive, prepare and present proposed Standing Rules to these Bylaws; interpret these Bylaws and offer guidance on parliamentary procedures; submit proposed amendments, or Standing Rules, to the Society Bylaws to the Regional Bylaw Committee Member.
- C. Certification Committee which shall maintain an active liaison between the Chapter and the Certification Board Regional Member, and promote the Certification Program to Chapter members.

- D. Standards Committee which shall promote standard estimating practices by Chapter members and in the construction industry; cooperate with the Certification Board by drafting and reviewing documents for the Standard Estimating Practices Manual.
- E. Education Committee which shall promote the art of estimating through educational and training programs; develop liaisons between the Chapter and educational institutions with construction related curriculum to promote the objectives of the Society; promote the programs of the Education Board. The Committee shall award all funds allocated for scholarships and grants in the name of the Chapter.
- F. Finance Committee which shall prepare and present the proposed annual budget to the Board of Directors at the second meeting of the fiscal year.
- G. Membership Committee which shall develop Chapter membership drives; cultivate interest in Chapter membership; promote participation in Society sponsored membership drives; and distribute, receive and review membership applications.
- H. Program Committee which shall arrange and promote programs for the general membership meetings which shall be construction related topics or of general interest to the members.
- I. Public Relations Committee which shall publicize Chapter activities and awards and promote Society objectives to other professional construction organizations.
- J. Newsletter Committee which shall publish and distribute to Chapter members and others, an informative newsletter promoting Chapter and Society activities, and other items of interest.
- K. Historical Committee which shall maintain historical records of Chapter activities.
- L. Industry Awareness which shall inform members of proposed and adopted legislation that will affect the construction industry.

SECTION 3 – COMMITTEE STRUCTURE

Each Committee Chair shall appoint at least one additional member to the respective Committee.

ARTICLE XII – INDEMNIFICATION

The Board of Directors shall have the authority to indemnify any Director or Officer of the Chapter for expenses and costs, including legal fees, actually and necessarily incurred in connection with any claim asserted against the person, by action in court or otherwise by reason of the person being or having been such Director or Officer, except in relation to matters as to which the person shall have been guilty of negligence or misconduct in respect of the matter in which indemnity is sought.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

The rules of parliamentary practice comprised in Robert's Rules of Order, Newly Revised, latest edition, shall govern all proceedings of the Chapter and the Board of Directors, except where inconsistent with these Bylaws, and shall be subject to any special policies which have been or may be adopted.

ARTICLE XIV – AMENDMENTS

Amendments to these Bylaws may be proposed but shall not be effective until approved by a two-thirds vote of the ASPE Board of Trustees as an amendment to the Standard Bylaws for Chapters.

Chapter Standing Rules

STANDING RULE NO.1

The Chapter shall adopt Standing Rules stating its dues, fees and charges, Membership and Board of Directors meeting dates, the number of Directors and whether officers will be elected to the positions of Second Vice President, Third Vice President, and Corresponding Secretary, and whether the Immediate Past President has voting privileges on the Board of Directors, and such other rules which do not conflict with the Charter of the American Society of Professional Estimators; the Chapter's Corporate Charter; or the Bylaws, Standing Rules or official policies of the American Society of Professional Estimators, provided they have been reviewed for compliance by the Society's Bylaw Committee.

Amendment of Chapter Standing Rules requires previous notice to the Chapter membership and a two-thirds vote of those present and voting.

• • • • •

[Signature] CPE

Bill Harrison BOD

Capo Saggi Dg

Anna Kapp

Randy Scott

Nikki Riley

Kit Poy. Head's DORSTYNSTE

[Signature]

Paul Lamm

Eg. Little & Wick

[Signature]

Date of this notice: 04-29-2008

Employer Identification Number:
[REDACTED]

Form: SS-4

Number of this notice: CP 575 A

AMERICAN SOCIETY OF PROFESSIONAL
ESTIMATORS CHAPTER 12
% ASPE CHAPTER 12
1050 S 21ST ST
SPARKS, NV 89431

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 26-2499914. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

Form 1120

03/15/2009

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

IMPORTANT INFORMATION FOR S CORPORATION ELECTION:

If you intend to elect to file your return as a small business corporation, an election to file a Form 1120-S must be made within certain timeframes and the corporation must meet certain tests. All of this information is included in the instructions for Form 2553, *Election by a Small Business Corporation*.

If you are required to deposit for employment taxes (Forms 941, 943, 940, 944, 945, CT-1, or 1042), excise taxes (Form 720), or income taxes (Form 1120), you will receive a Welcome Package shortly, which includes instructions for making your deposits electronically through the Electronic Federal Tax Payment System (EFTPS). A Personal Identification Number (PIN) for EFTPS will also be sent to you under separate cover. Please activate the PIN once you receive it, even if you have requested the services of a tax professional or representative. For more information about EFTPS, refer to Publication 966, *Electronic Choices to Pay All Your Federal Taxes* and Publication 4248, *EFTPS (Brochure)*. If you need to make a deposit before you receive your Welcome Package, please visit an IRS taxpayer assistance center to obtain a Federal Tax Deposit Coupon, Form 8109-B. To locate the taxpayer assistance center nearest you, visit the IRS Web site at <http://www.irs.gov/localcontacts/index.html>. Note: You will not be able to obtain Form 8109-B by calling 1-800-829-TAXFORMS (1-800-829-3676).

The IRS is committed to helping all taxpayers comply with their tax filing obligations. If you need help completing your returns or meeting your tax obligations, Authorized e-file Providers, such as Reporting Agents (payroll service providers) are available to assist you. Visit the IRS Web site at www.irs.gov for a list of companies that offer IRS e-file for business products and services. The list provides addresses, telephone numbers, and links to their Web sites.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at www.irs.gov. If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

IMPORTANT REMINDERS:

- * Keep a copy of this notice in your permanent records. This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you.
- * Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- * Refer to this EIN on your tax-related correspondence and documents.

If you have questions about your EIN, you can call us at the phone number or write to us at the address shown at the top of this notice. If you write, please tear off the stub at the bottom of this notice and send it along with your letter. If you do not need to write us, do not complete and return the stub. Thank you for your cooperation.

Keep this part for your records.

CP 575 A (Rev. 7-2007)

Return this part with any correspondence
so we may identify your account. Please
correct any errors in your name or address.

CP 575 A

99999999999999

Your Telephone Number Best Time to Call
() -

DATE OF THIS NOTICE: 04-29-2008

EMPLOYER IDENTIFICATION NUMBER:

FORM: SS-4

NOBOD

INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

AMERICAN SOCIETY OF PROFESSIONAL
ESTIMATORS CHAPTER 12
% ASPE CHAPTER 12
1050 S 21ST ST
SPARKS, NV 89431

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **AUG 06 2009**

AMERICAN SOCIETY OF PROFESSIONAL
ESTIMATORS CHAPTER-12
C/O DONNA KOEPP
P O BOX 21443
RENO, NV 89515-1443

Employer Identification Number:

DLN:

509203002

Contact Person:

GERALD HOLLAND

ID# 95031

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

July 31

Form 990 Required:

Yes

Effective Date of Exemption:

March 28, 2008

Contribution Deductibility:

No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax-exempt status we have determined that you are exempt from Federal income tax under section 501(c)(6) of the Internal Revenue Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Please see enclosed Information for Organizations Exempt Under Sections Other Than 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Information for Organizations Exempt Under Sections Other
Than 501(c)(3)

Letter 948 (DO/CG)

AMERICAN SOCIETY OF PROFESSIONAL

INFORMATION FOR ORGANIZATIONS EXEMPT UNDER SECTIONS
OTHER THAN 501(C)(3)

WHERE TO GET FORMS AND HELP

You can obtain forms and instructions by calling toll free 1-800-829-3676, through the IRS Web site at www.irs.gov, and at local tax assistance centers.

You can obtain additional information about most topics discussed below through our customer service function by calling toll free 1-877-829-5500, or on our Web Site at www.irs.gov/eo. In addition, you should sign up for Exempt Organization's EO Update, a regular e-mail newsletter that highlights new information posted on the charities pages of irs.gov. To subscribe, go to www.irs.gov/eo and click on "EO Newsletter."

REPORTING CHANGES TO THE IRS

You must report changes in your name, address, purposes, operations or sources of financial support on your annual information return. You may also report these changes to the TE/GE Exempt Organizations Determinations Office at the following address: Internal Revenue Service, P.O. Box 2508, Cincinnati, OH 45201. However, such reporting does not relieve you of the obligation to report the changes on your annual return.

TIP: Attach copies of any state certified articles of incorporation, or if an association signed constitution, bylaws, or other organizational document showing the changes. Trusts should provide trust instruments. If state certified copies or signed governing documents are not available, an authorized officer may certify that the governing document provided is a complete and accurate copy of the original document.

Please use your employer identification number on all returns and in all correspondence with the Internal Revenue Service.

FILING REQUIREMENTS

In your exemption letter, we indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If your exemption letter states that you are not required to file Form 990, you are exempt from these requirements. Otherwise, if your gross receipts are normally more than \$25,000, you must file Form 990 or Form 990-EZ with the Ogden Submission Processing Center, Ogden, UT, 84201-0027.

You are eligible to file Form 990-EZ if your gross receipts are normally between \$25,000 and \$100,000, and your total assets are less than \$250,000. You must file the complete Form 990 if your gross receipts are over \$100,000, or your total assets are over \$250,000. The Form 990 instructions show how to compute your "normal" receipts.

Letter 948 (DO/CG)

AMERICAN SOCIETY OF PROFESSIONAL

Organizations With Gross Receipts of \$25,000 or Less

For tax periods beginning after December 31, 2006, you must file an annual electronic Form 990-N ("e-Postcard") if your gross receipts are normally \$25,000 or less. Alternatively, you may file a complete Form 990 Package if we send one to you. For information on filing the new electronic Form 990-N ("e-Postcard"), visit our Web site at www.irs.gov/eo.

Due Date of Return or Annual Electronic Notice

Your return or annual electronic notice is due by the 15th day of the fifth month after the end of your annual accounting period. There are penalties for failing to file a complete return timely. For additional information on penalties, see the Form 990 instructions or call our toll free number.

Revocation of Tax-Exempt Status

For tax periods beginning after December 31, 2006, your tax-exempt status will be revoked as of the filing due date for the third year if you fail to file for three consecutive years Form 990, Form 990-EZ, or the electronic Form 990-N.

If your tax-exempt status is revoked because you failed to file, you must reapply for exemption and pay the appropriate user fee.

UNRELATED BUSINESS INCOME TAX RETURN

If you receive more than \$1,000 annually in gross receipts from a regular trade or business, you may be subject to Unrelated Business Income Tax and required to file Form 990-T, Exempt Organization Business Income Tax Return. Special rules for organizations exempt under sections 501(c)(7), (9), (17) and (19) are described in Publication 598, Tax on Unrelated Business Income of Exempt Organizations.

There are several exceptions to the tax on unrelated business income:

1. Income you receive from the performance of your exempt activity,
2. Income from fundraisers conducted by volunteer workers, or where donated merchandise is sold, and
3. Income from routine investments such as certificates of deposits, savings accounts, or stock dividends.

There are special rules for income derived from real estate or other investments purchased with borrowed funds. This income is called "debt financed" income. For additional information regarding unrelated business income tax, see Publication 598, Tax on Unrelated Business Income of Exempt Organizations, or call our toll free number shown above.

PUBLIC INSPECTION OF APPLICATION AND INFORMATION RETURN

Letter 948 (DO/CG)

AMERICAN SOCIETY OF PROFESSIONAL

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return, or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. You must also provide copies of these documents to any individual, upon written or in person request, without charge other than reasonable fees for copying and postage.

You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or call our toll free number shown above.

EXCESS BENEFIT TRANSACTIONS
(Applies to 501(c)(4) organizations)

Excess benefit transactions are governed by section 4958 of the Code. Excess benefit transactions involve situations where a section 501(c)(4) organization provides an unreasonable benefit to a person who is in a position to exercise substantial influence over the organization's affairs. If you believe there may be an excess benefit transaction in which you are involved, you should report the transaction on Form 990 or Form 990-EZ. For information on how to correct and report this transaction, see the instructions for Form 990 and Form 990-EZ, or call our toll free number shown above.

EMPLOYMENT TAXES

If you have employees, you are subject to income tax withholding and the social security taxes imposed under the Federal Insurance Contribution Act (FICA). You are required to withhold Federal income tax from your employee's wages and you are required to pay FICA on each employee who is paid more than \$100 in wages during a calendar year. To know how much income tax to withhold, you should have a Form W-4, Employee's Withholding Allowance Certificate, on file for each employee.

You are also liable for tax under the Federal Unemployment Tax (FUTA) for each employee you pay \$50 or more during a calendar quarter if, during the current or preceding calendar year, you had one or more employees at any time in each of 20 calendar weeks or you paid wages of \$1,500 or more in any calendar quarter.

Employment taxes are reported on Form 941, Employer's Quarterly Federal Tax Return. The requirements for withholding, depositing, reporting and paying employment taxes are explained in Circular E, Employer's Tax Guide, (Publication 15), and Employer's Supplemental Tax Guide, (Publication 15-A). These publications explain your tax responsibilities as an employer.

Letter 948 (DO/CG)



Chapter 12

P.O. Box 21443, Reno, NV 89515-1443

June 10, 2009

Department of the Treasury
9350 Flair Drive, 2nd Floor
El Monte, CA 91731

Attn: G. Holland, ID#95-06124

RE: American Society of Professional Estimators, Chapter 12 EIN# [REDACTED]

Dear Mr. Holland,

In response of your letter of May 23, 2009 we include for your review, Form 1024 Application for Recognition of Exemption Under Section 501 (a) as pertains to our request to be recognized as a 501(c) 6 organization.

This new application is in response to item 1, page 2 of you letter advising that our organization more closely resembles a 501(c) 6 in lieu of a 501 (c) 3 which was filed by Form 1023 in November 2008. Per your direction, we have not included Form 8718 User Fee or remittance.

We believe all information required of this re-filed application is contained or otherwise attached.

Should you have any questions, please feel free to call.

Sincerely,
American Society of Professional Estimators, Chapter 12

Donna Koepp, CPE
President
(775) 321.5728

/dj
Encl.

Internal Revenue Service
Director, Exempt Organizations

Date: May 23, 2009

American Society of Professional
Estimators Chapter 12
~~P.O. Box 26802~~
~~Salt Lake City, Utah 84126-0802~~
~~C/O: J. Craig Ross~~

P.O. Box 21443
Reno, NV

89515-1443

To Donna Koepf

Department of the Treasury
9350 Flair Drive 2nd Floor
El Monte CA. 91731

Employer Identification Number:

Person to Contact - ID#: 95-06124

G. Holland

Contact Telephone Numbers:

Phone: (626) 312-3610 Ext.: 5039

FAX: (626) 312-2927

Response Due Date:

June 22, 2009

Dear Sir or Madam:

Before we can recognize your organization as being exempt from Federal income tax, we must have enough information to show that you have met all legal requirements. You did not include the information to make that determination on your Form 1024, Application for Recognition of Exemption under Section 501(c)(6) or for Determination under Section 1024.

To help us determine whether your organization is exempt from Federal income tax, please send us the requested information by the above date. We can then complete our review of your application.

If we do not hear from you within that time, we will assume you do not want us to consider the matter further and will close your case. As a result, the Internal Revenue Service will treat your organization as a taxable entity. If we receive the information after the response due date, we may ask you to send us a new Form 1024.

If you have any questions, please contact the person whose name and telephone numbers are shown in the heading of this letter.

Sincerely yours,

G. Holland
Exempt Organizations Specialist

Enclosure

Letter 1313 (DO)



Page 2

Name: American Society of Professional Estimators Chapter 12

EIN:

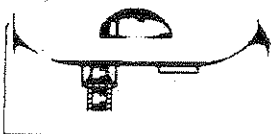
Note: Your response to this letter must be submitted over the signature of an authorized person or of an officer whose name is listed on page 3 of the application. If we do not receive your complete response by the due date, you are granted two additional weeks to send the complete response.

Additional Information Requested:

1. From our preliminary consideration of your application and review of the website, it does not appear that your organization will qualify for exemption under Code section 501(c)(3), which covers organizations that are exclusively educational, charitable, or religious. Your organization more nearly resembles those that are exempt under section 501(c)(6). A 501(c)(6) organization is an organization that "its activities are being directed to the improvement of business conditions of one or more lines of business as distinguished from the performance of particular services for individual persons." You may apply under that section instead of section 501(c)(3) by filing Form 1024.
2. What is the source of the gross receipts reported on line 9 of page 9? List names and amount received from each payer. If amounts are from a person list name and amounts and position with your organization-if applicable.
3. With regards to your submitted financial data, please give a breakdown of your fund-raising expenses. (See line 14 page 9).
4. What is the source of the other expenses reported on line 23 of page 9? List names and amount paid to each person or organization.
5. Please submit copies of any brochures, pamphlets, newsletters, advertisements, newspaper clippings, flyers or any other literature regarding your organization. You need not submit any documents previously submitted with Form 1024.
6. Please provide copies of all, if any, written leases, contracts, or agreements entered into by your organization. You need not submit any documents previously submitted with Form 1024.

Your response to this letter must be submitted over the signature of an authorized person or of an officer whose name is listed on page 3 of the application.

PLEASE ATTACH A COPY OF THIS LETTER TO ALL CORRESPONDENCE.



Page 3

Name: American Society of Professional Estimators Chapter 12
EIN:

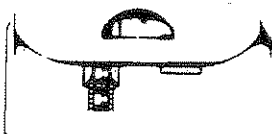
Under penalties of perjury, I declare that I have examined this information, including accompanying documents, and, to the best of my knowledge and belief, the information contains all the relevant facts relating to the request for the information, and such facts are true, correct, and complete.

Donna Koepf
Print Name6.10.09

Date

Donna Koepf
SignaturePresident

Title of officer



Form **1024**
(Rev. September 1998)
Department of the Treasury
Internal Revenue Service

Application for Recognition of Exemption Under Section 501(a)

OMB No. 1545-0057

If exempt status is approved,
this application will be open
for public inspection.

Read the instructions for each Part carefully. A User Fee must be attached to this application.
If the required information and appropriate documents are not submitted along with Form 8718 (with payment of the appropriate user fee), the application may be returned to the organization.

Complete the Procedural Checklist on page 6 of the instructions.

Part I. Identification of Applicant (Must be completed by all applicants; also complete appropriate schedule.)
Submit only the schedule that applies to your organization. Do not submit blank schedules.

Check the appropriate box below to indicate the section under which the organization is applying:

- a ☐ Section 501(c)(2)—Title holding corporations (Schedule A, page 7)
- b ☐ Section 501(c)(4)—Civic leagues, social welfare organizations (including certain war veterans' organizations), or local associations of employees (Schedule B, page 8)
- c ☐ Section 501(c)(5)—Labor, agricultural, or horticultural organizations (Schedule C, page 9)
- d ☒ Section 501(c)(6)—Business leagues, chambers of commerce, etc. (Schedule C, page 9)
- e ☐ Section 501(c)(7)—Social clubs (Schedule D, page 11)
- f ☐ Section 501(c)(8)—Fraternal beneficiary societies, etc., providing life, sick, accident, or other benefits to members (Schedule E, page 13)
- g ☐ Section 501(c)(9)—Voluntary employees' beneficiary associations (Parts I through IV and Schedule F, page 14)
- h ☐ Section 501(c)(10)—Domestic fraternal societies, orders, etc., not providing life, sick, accident, or other benefits (Schedule E, page 13)
- i ☐ Section 501(c)(12)—Benevolent life insurance associations, mutual ditch or irrigation companies, mutual or cooperative telephone companies, or like organizations (Schedule G, page 15)
- j ☐ Section 501(c)(13)—Cemeteries, crematoria, and like corporations (Schedule H, page 16)
- k ☐ Section 501(c)(15)—Mutual insurance companies or associations, other than life or marine (Schedule I, page 17)
- l ☐ Section 501(c)(17)—Trusts providing for the payment of supplemental unemployment compensation benefits (Parts I through IV and Schedule J, page 18)
- m ☐ Section 501(c)(19)—A post, organization, auxiliary unit, etc., of past or present members of the Armed Forces of the United States (Schedule K, page 19)
- n ☐ Section 501(c)(25)—Title holding corporations or trusts (Schedule A, page 7)

1a Full name of organization (as shown in organizing document) American Society of Professional Estimators, Chapter 12		2 Employer identification number (EIN) (if none, see Specific Instructions on page 2) [REDACTED]	
1b c/o Name (if applicable)		3 Name and telephone number of person to be contacted if additional information is needed Donna Koepp	
1c Address (number and street) P.O. Box 21443		Room/Suite	
1d City, town or post office, state, and ZIP + 4 If you have a foreign address, see Specific Instructions for Part I, page 2. Reno, Nevada 89515-1443		(775/321-5728	
1e Web site address www.aspereno.org	4 Month the annual accounting period ends July	5 Date incorporated or formed March 28, 2008	
6 Did the organization previously apply for recognition of exemption under this Code section or under any other section of the Code? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," attach an explanation.			
7 Has the organization filed Federal income tax returns or exempt organization information returns? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," state the form numbers, years filed, and Internal Revenue office where filed.			

- 8 Check the box for the type of organization. ATTACH A CONFORMED COPY OF THE CORRESPONDING ORGANIZING DOCUMENTS TO THE APPLICATION BEFORE MAILING.
- a ☒ Corporation— Attach a copy of the Articles of Incorporation (including amendments and restatements) showing approval by the appropriate state official; also attach a copy of the bylaws.
 - b ☐ Trust— Attach a copy of the Trust Indenture or Agreement, including all appropriate signatures and dates.
 - c ☐ Association— Attach a copy of the Articles of Association, Constitution, or other creating document, with a declaration (see instructions) or other evidence that the organization was formed by adoption of the document by more than one person. Also include a copy of the bylaws.

If this is a corporation or an unincorporated association that has not yet adopted bylaws, check here ☐

I declare under the penalties of perjury that I am authorized to sign this application on behalf of the above organization, and that I have examined this application, including the accompanying schedules and attachments, and to the best of my knowledge it is true, correct, and complete.

PLEASE
SIGN
HERE

Donna Koepp
(Signature)

Donna Koepp, President

(Type or print name and title or authority of signer)

June 10, 2009

(Date)

For Paperwork Reduction Act Notice, see page 5 of the instructions.

Cat. No. 12343K

American Society of Professional Estimators, Chapter 12

EIN# 2-123456789

Form 1024 (Rev. 9-98)

Page 2

Part II. Activities and Operational Information (Must be completed by all applicants)

- 1 Provide a detailed narrative description of all the activities of the organization—past, present, and planned. Do not merely refer to or repeat the language in the organizational document. List each activity separately in the order of importance based on the relative time and other resources devoted to the activity. Indicate the percentage of time for each activity. Each description should include, as a minimum, the following: (a) a detailed description of the activity including its purpose and how each activity furthers your exempt purpose; (b) when the activity was or will be initiated; and (c) where and by whom the activity will be conducted.

See Attached

- 2 List the organization's present and future sources of financial support, beginning with the largest source first.

Member's Chapter Dues
Monthly Meetings
Annual Golf Tournament
Dinner Raffle for Education Fund
Annual Job Walk
Annual Estimating Academy (future)

American Society of Professional Estimators, Chapter 12
 EIN# [REDACTED]

Form 1024 (Rev. 9-98)

Page 3

Part II. Activities and Operational Information (continued)

3 Give the following information about the organization's governing body:

a Names, addresses, and titles of officers, directors, trustees, etc. Fiscal year 2009-2010	b Annual compensation
Donna Koepp, c/o Clark & Sullivan Construction, 905 Industrial Way, Sparks, NV 89431 - President	President - \$0
Scott Novotny, c/o QCC, 11200 Donner Pass Rd #223, Truckee, CA 96161 - Vice President	Vice President - \$0
Marla Corey, c/o Gardner Engineering, 270 E. Parr Boulevard, Reno, NV 89512 - Secretary	Secretary - \$0
David Volcansek, c/o Stitser Drywall, 1312 Capital Blvd., Ste. 101, Reno, NV 89502 - Treasurer	Treasurer - \$0

4 If the organization is the outgrowth or continuation of any form of predecessor, state the name of each predecessor, the period during which it was in existence, and the reasons for its termination. Submit copies of all papers by which any transfer of assets was effected.

5 If the applicant organization is now, or plans to be, connected in any way with any other organization, describe the other organization and explain the relationship (e.g., financial support on a continuing basis; shared facilities or employees; same officers, directors, or trustees).

American Society of Professional Estimators - National Organization
 2525 Perimeter Place, Suite 103, Nashville, TN 37214 EIN#23-7120611
 A portion of the total member's dues are distributed as Chapter Dues

6 If the organization has capital stock issued and outstanding, state: (1) class or classes of the stock; (2) number and par value of the shares; (3) consideration for which they were issued; and (4) if any dividends have been paid or whether your organization's creating instrument authorizes dividend payments on any class of capital stock.

7 State the qualifications necessary for membership in the organization; the classes of membership (with the number of members in each class); and the voting rights and privileges received. If any group or class of persons is required to join, describe the requirement and explain the relationship between those members and members who join voluntarily. Submit copies of any membership solicitation material. Attach sample copies of all types of membership certificates issued.

See Attached

8 Explain how your organization's assets will be distributed on dissolution.

Upon dissolution, the primary intention is that all assets will be distributed to the
 American Society of Professional Estimators National Organization
 2525 Perimeter Place Dr., Suite 103, Nashville, TN 37214
 EIN#23-7120611

American Society of Professional Estimators, Chapter 12

EIN# [REDACTED]

Form 1024 (Rev. 9-98)

Page 4

Part II. Activities and Operational Information (continued)

- 9 Has the organization made or does it plan to make any distribution of its property or surplus funds to shareholders or members? ☐ Yes ☒ No
If "Yes," state the full details, including: (1) amounts or value; (2) source of funds or property distributed or to be distributed; and (3) basis of, and authority for, distribution or planned distribution.
- 10 Does, or will, any part of your organization's receipts represent payments for services performed or to be performed? ☐ Yes ☒ No
If "Yes," state in detail the amount received and the character of the services performed or to be performed.
- 11 Has the organization made, or does it plan to make, any payments to members or shareholders for services performed or to be performed? ☐ Yes ☒ No
If "Yes," state in detail the amount paid, the character of the services, and to whom the payments have been, or will be, made.
- 12 Does the organization have any arrangement to provide insurance for members, their dependents, or others (including provisions for the payment of sick or death benefits, pensions, or annuities)? ☐ Yes ☒ No
If "Yes," describe and explain the arrangement's eligibility rules and attach a sample copy of each plan document and each type of policy issued.
- 13 Is the organization under the supervisory jurisdiction of any public regulatory body, such as a social welfare agency, etc.? ☐ Yes ☒ No
If "Yes," submit copies of all administrative opinions or court decisions regarding this supervision, as well as copies of applications or requests for the opinions or decisions.
- 14 Does the organization now lease or does it plan to lease any property? ☐ Yes ☒ No
If "Yes," explain in detail. Include the amount of rent, a description of the property, and any relationship between the applicant organization and the other party. Also, attach a copy of any rental or lease agreement. (If the organization is a party, as a lessor, to multiple leases of rental real property under similar lease agreements, please attach a single representative copy of the leases.)
- 15 Has the organization spent or does it plan to spend any money attempting to influence the selection, nomination, election, or appointment of any person to any Federal, state, or local public office or to an office in a political organization? ☐ Yes ☒ No
If "Yes," explain in detail and list the amounts spent or to be spent in each case.
- 16 Does the organization publish pamphlets, brochures, newsletters, journals, or similar printed material? ☒ Yes ☐ No
If "Yes," attach a recent copy of each. See Attached

American Society of Professional Estimators, Chapter 12

EIN# [REDACTED]

Form 1024 (Rev. 9-98)

Page 5

Part III. Financial Data (Must be completed by all applicants)

Complete the financial statements for the current year and for each of the 3 years immediately before it. If in existence less than 4 years, complete the statements for each year in existence. If in existence less than 1 year, also provide proposed budgets for the 2 years following the current year.

A. Statement of Revenue and Expenses

Revenue	(a) Current Tax Year	3 Prior Tax Years or Proposed Budget for Next 2 Years			(e) Total
	From Aug. 08 To Jan. 09	Aug. 07 (b) July 08	April 07 (c) July 07	(d)	
1 Gross dues and assessments of members	3,010	3,340	2,700		9,050
2 Gross contributions, gifts, etc.					
3 Gross amounts derived from activities related to the organization's exempt purpose (attach schedule) (include related cost of sales on line 9.)	11,155	33,884	23,831		68,870
4 Gross amounts from unrelated business activities (attach schedule)					
5 Gain from sale of assets, excluding inventory items (attach schedule)					
6 Investment income (see page 3 of the instructions)					
7 Other revenue (attach schedule)		2,379	100		2,479
8 Total revenue (add lines 1 through 7)	14,165	39,603	26,631		80,399
Expenses					
9 Expenses attributable to activities related to the organization's exempt purposes.	7,928	31,181	19,015		58,124
10 Expenses attributable to unrelated business activities					
11 Contributions, gifts, grants, and similar amounts paid (attach schedule)	250	2,496	780		3,526
12 Disbursements to or for the benefit of members (attach schedule)					
13 Compensation of officers, directors, and trustees (attach schedule)					
14 Other salaries and wages.					
15 Interest					
16 Occupancy					
17 Depreciation and depletion					
18 Other expenses (attach schedule)	1,598	2,511	275		4,384
19 Total expenses (add lines 9 through 18)	9,776	36,188	20,070		66,034
20 Excess of revenue over expenses (line 8 minus line 19)	4,389	3,415	6,561		14,365

B. Balance Sheet (at the end of the period shown)

Assets		Current Tax Year as of May 09	
1 Cash		1	13,481
2 Accounts receivable, net		2	
3 Inventories		3	
4 Bonds and notes receivable (attach schedule)		4	
5 Corporate stocks (attach schedule)		5	
6 Mortgage loans (attach schedule)		6	
7 Other investments (attach schedule)		7	
8 Depreciable and depletable assets (attach schedule)		8	
9 Land		9	
10 Other assets (attach schedule)		10	
11 Total assets		11	13,481
Liabilities			
12 Accounts payable		12	
13 Contributions, gifts, grants, etc., payable		13	
14 Mortgages and notes payable (attach schedule)		14	
15 Other liabilities (attach schedule)		15	
16 Total liabilities		16	0
Fund Balances or Net Assets			
17 Total fund balances or net assets		17	13,481
18 Total liabilities and fund balances or net assets (add line 16 and line 17)		18	13,481

If there has been any substantial change in any aspect of the organization's financial activities since the end of the period shown above, check the box and attach a detailed explanation. ☐

American Society of Professional Estimators, Chapter 12
 EIN# [REDACTED]

Form 1024 (Rev. 9-98)

Page 6

Part IV. Notice Requirements (Sections 501(c)(9) and 501(c)(17) Organizations Only)

1 Section 501(c)(9) and 501(c)(17) organizations:

Are you filing Form 1024 within 15 months from the end of the month in which the organization was created or formed as required by section 505(c)?

☐ Yes ☐ No

If "Yes," skip the rest of this Part.

If "No," answer question 2.

2 If you answer "No" to question 1, are you filing Form 1024 within 27 months from the end of the month in which the organization was created or formed?

☐ Yes ☐ No

If "Yes," your organization qualifies under Regulation section 301.9100-2 for an automatic 12-month extension of the 15-month filing requirement. Do not answer questions 3 and 4.

If "No," answer question 3.

3 If you answer "No" to question 2, does the organization wish to request an extension of time to apply under the "reasonable action and good faith" and the "no prejudice to the interest of the government" requirements of Regulations section 301.9100-3?

☐ Yes ☐ No

If "Yes," give the reasons for not filing this application within the 27-month period described in question 2. See Specific Instructions, Part IV, Line 3, page 4, before completing this item. Do not answer question 4.

If "No," answer question 4.

4 If you answer "No" to question 3, your organization's qualification as a section 501(c)(9) or 501(c)(17) organization can be recognized only from the date this application is filed. Therefore, does the organization want us to consider its application as a request for recognition of exemption as a section 501(c)(9) or 501(c)(17) organization from the date the application is received and not retroactively to the date the organization was created or formed?

☐ Yes ☐ No

American Society of Professional Estimators, Chapter 12
EIN# [REDACTED]

Form 1024 (Rev. 9-98)

Page 9

Schedule C Organizations described in section 501(c)(5) (Labor, agricultural, including fishermen's organizations, or horticultural organizations) or section 501(c)(6) (business leagues, chambers of commerce, etc.)

- 1 Describe any services the organization performs for members or others. (If the description of the services is contained in Part II of the application, enter the page and item number here.)

See Part II, Item 1. Attachment

- 2 Fishermen's organizations only.—What kinds of aquatic resources (not including mineral) are cultivated or harvested by those eligible for membership in the organization?

- 3 Labor organizations only.—Is the organization organized under the terms of a collective bargaining agreement? ☐ Yes ☒ No

If "Yes," attach a copy of the latest agreement.

Part I, Item 6, Form 1024
American Society of Professional Estimators, Chapter 12

EIN [REDACTED]

In November 2008, ASPE Chapter 12 filed for a 501(c)3 exemption on Form 1023 which was advised by our National Society Business Office.

After review, G. Holland ID# 95-06124 of the El Monte, CA office recommended that we more closely fit a 501(c)6. This application is the result of this recommendation.

Part 1, Item 8

SECRETARY OF STATE



CORPORATE CHARTER

I, ROSS MILLER, the duly elected and qualified Nevada Secretary of State, do hereby certify that AMERICAN SOCIETY OF PROFESSIONAL ESTIMATORS, CHAPTER 12, did on March 26, 2008, file in this office the original Articles of Incorporation; that said Articles of Incorporation are now on file and of record in the office of the Secretary of State of the State of Nevada, and further, that said Articles contain all the provisions required by the law of said State of Nevada.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of State, at my office on March 28, 2008.

A handwritten signature in cursive script, appearing to read "Ross Miller".

ROSS MILLER
Secretary of State

By

A handwritten signature in cursive script, appearing to read "Catherine A. Blasius".
Certification Clerk

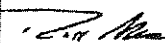
RECEIVED

OCT 23 2008

CLARK & SULLIVAN

ROSS MILLER
 Secretary of State
 204 North Carson Street, Ste 1
 Carson City, Nevada 89701-4299
 (775) 684 5708
 Website: www.nvsos.gov

**Nonprofit Amendment
 (After First Meeting)**
 (PURSUANT TO NRS CHAPTERS 81 AND 82)

Filed in the office of  Ross Miller Secretary of State State of Nevada	Document Number 20080681916-71 Filing Date and Time 10/14/2008 9:07 AM Entity Number E0203642008-3
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USE BLACK INK ONLY - DO NOT HIGHLIGHT

ABOVE SPACE IS FOR OFFICE USE ONLY

Certificate of Amendment to Articles of Incorporation
For Nonprofit Corporations

(Pursuant to NRS Chapters 81 and 82 - After First Meeting of Directors)

1. Name of corporation:

American Society of Professional Estimators, Chapter 12

2. The articles have been amended as follows: (provide article numbers, if available)

Restated in their entirety, Articles I-III attached.

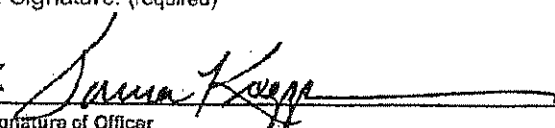
3. The directors (or trustees) and the members, if any, and such other persons or public officers, if any, as may be required by the articles, have approved the amendment. The vote by which the amendment was adopted by the directors and members, if any, is as follows: *

Vote of Directors: ☒

Vote of Members: ☐

4. Signature: (required)

X


 Signature of Officer

President

Title

* A majority of a quorum of the voting power of the members, or as may be required by the articles, must vote in favor of the amendment. If any proposed amendment would alter or change any preference or any relative or other right given to any class of members, then the amendment must be approved by the vote, in addition to the affirmative vote otherwise required, of the holders of a majority of a quorum of the voting power of each class of members affected by the amendment regardless of limitations or restrictions on their voting power. An amendment pursuant to NRS 81.210 requires approval by a vote of 2/3 of the members.

FILING FEE: \$50.00

IMPORTANT: Failure to include any of the above information and submit with the proper fees may cause this filing to be rejected.

This form must be accompanied by appropriate fees.

Nevada Secretary of State Amend Nonprofit -After
 Revised: 7-1-08

RESTATED ARTICLES OF INCORPORATION OF
AMERICAN SOCIETY OF PROFESSIONAL ESTIMATORS, CHAPTER 12

Donna Koepp and Paul Swenson certify:

1. That they are the President and Treasurer, respectively, of American Society of Professional Estimators, Chapter 12, a Nevada Corporation.
2. That the Articles of Incorporation shall be amended and restated in their Entirety to read as follows:

I.

A. This corporation is a nonprofit, public benefit corporation and is not organized for the private gain of any person. It is organized under the nonprofit public benefit corporation law for public and charitable purposes.

B. The specific purposes of the Corporation is to encourage through education a more extensive use of Professional Estimates by Architects, Engineers, Contractors, Public Bodies and other owners contemplating construction of any nature, including the adaptation and promulgation of a set of Professional Standards to be subscribed to by Professional Estimators, the promotion of friendliness and good-fellowship among those engaged in Professional Estimating, the education through lectures, papers and discussions of those persons and entities allied with the construction industry and benefits of using Professional Estimators, the development of the art of estimating the material and cost of construction projects, and the development and maintenance of a spirit of cooperation with similar organizations in the United States of America, with the object of standardization of the preparation and presentation of estimates in the country.

II.

- A. Said corporation is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to corporations under Section 501(c)(3) of the Internal Revenue Code (or the corresponding section of any future Federal tax code.)
- B. No part of the net earning of the corporation shall inure to the benefit of, or be distributable to its members, trustees, directors, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of Section 501(c)(3) purposes. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.
- C. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future Federal tax code) or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code (or corresponding section of any future Federal tax code).

III.


The property of this Corporation is irrevocably dedicated to charitable purposes, and no part of the net income or assets of this Corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person.

Upon the dissolution of this corporation assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, (or corresponding section of any future Federal tax code), or shall be distributed to the Federal Government, or to a state or local government, for a public purpose. The primary intention is to distribute assets, upon dissolution, to The American Society of Professional Estimators, 2525 Perimeter Place Drive, Suite 103, Nashville, TN 37214, EIN 23-7120611.

3. The foregoing Restatement of Articles of Incorporation has been duly approved by the Board of Directors.

The undersigned declare under penalty of perjury that the matters set forth in the foregoing Certificate are true and correct.

Executed at Sparks, Nevada on August 20, 2008.


Donna Koepp, President


Paul Swenson, Treasurer



ROSS MILLER
Secretary of State
206 North Carson Street
Carson City, Nevada 89701-4299
(775) 684 5708
Website: secretaryofstate.biz

**Articles of Incorporation
Nonprofit Cooperative Corporation
Without Stock**
(PURSUANT TO NRS 81.410-81.540)

Filed in the office of Ross Miller Secretary of State State of Nevada	Document Number 20080212054-14
	Filing Date and Time 03/26/2008 7:37 AM
	Entity Number E0203642008-3

USE BLACK INK ONLY - DO NOT HIGHLIGHT

ABOVE SPACE IS FOR OFFICE USE ONLY

1. <u>Name of Corporation:</u>	American Society of Professional Estimators, Chapter 12		
2. <u>Resident Agent Name and Street Address:</u>	Name <u>Joseph A. Flemming</u> <u>3675 Right Hand Canyon Rd, Reno</u> (MANDATORY) Physical Street Address City State Zip Code Nevada 89510 (OPTIONAL) Mailing Address City State Zip Code		
3. <u>Names, Addresses and Number of Board of Directors/Trustees:</u> (must not be less than three)	The First Board of Directors/Trustees shall consist of: members whose names and addresses are as follows: 1. <u>Joseph A. Flemming - President</u> Name <u>3675 Right Hand Canyon Rd.</u> Street Address City State Zip Code Reno, Nevada 89510 2. <u>Steve Bonicatto - 1st Vice President</u> Name <u>3435 University Green Dr.</u> Street Address City State Zip Code Reno Nevada 89512 3. <u>Howard Eells - 2nd Vice President</u> Name <u>1540 Roma Ct.</u> Street Address City State Zip Code Reno Nevada 89523		
4. <u>Purpose:</u> (required; continue on additional page if necessary)	The purpose of this Corporation shall be: Provides education, fellowship and professional development opportunities for the members.		
5. <u>Voting Power and Property Rights/Interest of Each Member:</u> (please see instructions)	Equal In the event of dissolution, Chapter 12 assets will be distributed to ASPE National Administration Office at 2525 Perimeter Place Dr., Suite 203, Nashville, TN 37214		
6. <u>Names, Addresses and Signatures of Incorporators:</u> (must be subscribed by three or more of the original members, a majority of whom must be residents of this state)	1. <u>Joseph A. Flemming</u> Name Signature <u>3675 Right Hand Canyon Rd.</u> Address City State Zip Code Reno Nevada 89510 2. <u>Steve Bonicatto</u> Name Signature <u>3435 University Green Dr.</u> Address City State Zip Code Reno Nevada 89512 3. <u>Howard Eells</u> Name Signature <u>1540 Roma Ct.</u> Address City State Zip Code Reno Nevada 89523		
7. <u>Certificate of Acceptance of Appointment of Resident Agent:</u>	I hereby accept appointment as Resident Agent for the above named corporation. Authorized Signature of R.A. or On Behalf of R.A. Company Date <u>3-19-08</u>		

This form must be accompanied by appropriate fees.

Nevada Secretary of State Form NRS 81.410 Articles 2007
Revised on: 01/01/07



ROSS MILLER
Secretary of State
202 North Carson Street
Carson City, Nevada 89701-4201
(775) 684 6708
Website: secretaryofstate.biz

Resident Agent Acceptance

General Instructions for this form:

ABOVE SPACE IS FOR OFFICE USE ONLY

1. Please print legibly or type; Black Ink Only
2. Complete all fields. Do not highlight.
3. Ensure that document is signed in signature field.

In the matter of Americal Society of Professional Estimators, Chapter 12

(Name of business entity)

I, Joseph A. Flemming

(Name of resident agent)

hereby state that on 2/13/08 I accepted the appointment as resident agent

(Date)

for the above named business entity. The street address of the resident agent in this state is as follows:

3675 Right Hand Canyon Rd.

(MANDATORY) Physical Street Address

Suite number

Reno

NEVADA

89510

City

Zip Code

Optional: (address where mail will be sent)

1050 21st. Street

(OPTIONAL) Additional Mailing Address

Suite number

Sparks,

Nevada

89431

City

State

Zip Code

Signature: [Signature]

X

Authorized Signature of R.A. or On Behalf of R.A. Company

Date

STANDARD CHAPTER BYLAWS

ARTICLE I - NAME

This organization known as Revo Chapter 17 Chapter (hereinafter "the Chapter") Number of the American Society of Professional Estimators (hereinafter "the Society") consisting of members as defined in Article III of these Bylaws is operated as a non profit, educational organization.

ARTICLE II - OBJECT

The object of this Chapter shall be:
 To further the recognition of construction estimating as a professional field of endeavor.
 To promote education and contribute to the betterment of the construction industry.
 To observe and promote ethical standards of conduct.
 To contribute to the establishment and publication of standard construction estimating practices.
 To promote the certification program by which professionalism to construction estimating and adherence to these standards is recognized.

ARTICLE III - MEMBERSHIP

The Chapter shall consist of individual memberships in classifications as specified herein for persons who are members of the American Society of Professional Estimators and are actively employed in the construction industry or construction related services, except for Member Emeritus who shall be retired.

SECTION I MEMBERSHIP CLASSIFICATION

Membership in the Chapter shall be open to persons meeting the following qualifications regardless of national origin, race, creed, sex, or age and shall consist of:

- A. Certified Professional Estimator: Each Certified Professional Estimator shall be qualified to practice as an estimator in one or more of the construction estimating disciplines and who meets all the certification requirements of the Society. The Certified Professional Estimator shall have all the rights and privileges of the Society.
- B. Estimators: Each Estimator shall have at least five years experience as an Estimator in one or more of the construction estimating disciplines. The Estimator shall have all the rights and privileges of the Society.
- C. Associate Estimators: Each Associate Estimator shall have cumulative experience of less than five years as an Estimator in one or more of the construction estimating disciplines. The Associate Estimator shall have all the rights and privileges of the Society.
- D. Constructor: Each Constructor shall be an active construction professional experienced in one or more of the construction disciplines with at least five years experience. The Constructor shall have all the rights and privileges of the Society. (amended 7/97)
- E. Associate Constructor: Each Associate Constructor shall be an active construction professional experienced in one or more of the construction disciplines with less than five years cumulative experience. The Associate Constructor shall have all the rights and privileges of the Society. (amended 7/97)
- F. Fellow Members: A Fellow Member shall be elected to Fellowship by the Fellowship Committee. A Fellow Members shall be a Certified Professional Estimator and shall have been a member in the Society for a period of ten years at the time of nomination for Fellowship. The fellow Member shall be recognized for making an exceptional contribution to the Society and the art of estimating. The Fellow Members shall not be required to pay dues and shall have all the rights and privileges of the Society.
- G. Members Emeritus: A Member Emeritus shall have been a member in the Society for at least ten years or a Charter Member of a Chapter and shall be working less than full time in the construction industry and shall have reached the age of sixty years. The Member Emeritus status shall be

recommended by the member's Chapter or by the Board of Trustees for Members-at-Large. The Member Emeritus shall have all the rights and privileges of the Society.

- H. Students: A Student shall be a full time student actively pursuing a curriculum leading to a degree or a certificate in a construction related field. The Student shall not hold office in the Society and shall not be eligible to vote except at the Chapter level in the case of a Student Chapter.
- I. Affiliate Members: An Affiliate Member shall be employed in a construction related field. An Affiliate Member shall have all the rights and privileges of the Society, except the Affiliate Member shall not hold office in the Society and shall not be eligible to vote except at the Chapter level.
- J. Honorary Members: An Honorary Member shall be from outside the defined membership classifications who has performed distinguished service in activities related to the profession of construction estimating. The Honorary Member shall not be required to pay dues. The Honorary Member shall have all the rights and privileges of the Society, except the Honorary Member shall not hold office and shall not be eligible to vote.

SECTION 2 APPLICATION PROCEDURE

- A. A Member-at-Large shall be a person classified in one of the membership categories who is not a member of a Chapter because of geographical location. Application for membership shall be submitted to the Society Business Office. The application shall be approved by the Board of Trustees or its designated agent.
- B. Application for Chapter membership shall be submitted to the Chapter Membership Committee for approval by the Board of Directors.
- C. The effective date of membership in the Society shall be the date of receipt of the application and dues at the Society Business Office.
- D. Membership may be transferred from one Chapter to another, or from Member-at-Large to a Chapter, or Chapter to Member-at-Large, provided the Chapter(s) and Members-at-Large involved notify the Society Business Office in writing.

SECTION 3 -- DURATION OF MEMBERSHIP

The duration of membership shall be for one year and is renewable annually.

SECTION 4 -- DUES

- A. The Chapter shall establish annual dues and fees which shall be payable upon approval of application for membership.
- B. Dues may be prorated in accordance with guidelines established by the Board of Directors for new members joining the Chapter after September 1. (amended 7/99)
- C. Renewal dues are payable by August 1 and are delinquent August 31. (amended 7/99)
- D. A Certified Professional Estimator requesting reinstatement after a lapse in membership, shall pay the current Society and Chapter dues and regain Certification as prescribed by established Certification Board Policies.
- E. Any change to the Chapter dues structure shall become effective the fiscal year following adoption of such change.

SECTION 5 -- MEMBER IN GOOD STANDING

A member is in good standing only when all financial obligations to the Society and Chapter have been paid. A member not in good standing shall forfeit all rights and privileges of membership until such financial obligations are paid.

SECTION 6 -- SUSPENSION OR EXPULSION

- A. After written notification the Board of Directors may, with a two thirds vote of the total Board of Directors members, censure, suspend or expel a Member from the Chapter for:

1. Disregard for the purpose of the Society.
 2. Violation of the Code of Ethics of the Society.
 3. Violation of the Society or Chapter Bylaws.
 4. Conduct prejudicial to the welfare or purposes of the Chapter.
- B. A member censured, suspended or expelled from the Chapter may request reconsideration by the Board of Directors of its action upon conditions and within the time limit and procedures established by the Board of Directors. Within thirty days after the Board of Directors has notified the member in writing of its decision on the reconsideration, the member may request a hearing before the Board of Directors at its next regular meeting.

ARTICLE IV – FISCAL YEAR

The fiscal year of the Chapter shall be August 1 to July 31. The books shall be closed on July 31. (amended 7/99)

ARTICLE V – CHAPTERS

Chapters shall hold regularly scheduled Membership Meetings. One third of the Chapter voting membership shall constitute a quorum for Chapters with 50 or less than 50 members; one fourth of the Chapter membership shall constitute a quorum for Chapters with more than 50 members.

ARTICLE VI – REGIONS

Chapters are located within geographic sections of the country determined to be Regions by the Board of Trustees. Chapter members attending respective Regional Meetings shall be entitled to vote on all Regional and Society business brought before the assembly.

ARTICLE VII – OFFICERS

The elected officers of the Chapter shall be a President, Vice President, Secretary and Treasurer, and Directors and may include a Second Vice President, Third Vice President and Corresponding Secretary.

SECTION 1 -- DUTIES OF OFFICERS

- A. The President shall:
1. Call and preside at all meetings.
 2. Appoint all Committee Chairmen with the exception of the Nominating Committee and the Finance Committee.
 3. Be an ex-officio member of all committees except the Nominating Committee.
 4. Be one of three persons authorized to sign checks and appoint the third person authorized to sign checks.
 5. Appoint a Chief Teller and two assistant tellers.
 6. Vote only to make or break a tie.
 7. Attend Regional Meetings and the Annual Meeting.
 8. Perform such other duties prescribed in these Bylaws or as requested by the Board of Directors.
- B. The Vice President/s shall:
1. Act as aides to the President.
 2. Assume the duties of the President, in order of precedence, when that officer is unable or unwilling to act.
 3. Attend all Membership Meetings and Board of Directors Meetings.
 4. Oversee or chair any committees to which they may be assigned by the President.

C. The Treasurer shall:

1. Serve as Chairman of the Finance Committee and prepare and present a budget for approval by the membership.
2. Maintain all Chapter accounts and financial records and present Treasurer's Reports at regular meeting of the Board of Directors.
3. Be one of three persons authorized to sign checks.
4. Receive and disburse Chapter funds as directed by the Board of Directors.
5. Prepare and submit all reports required to maintain a non-profit status during the term served.
6. Submit all accounting and financial records for audit within thirty days of the close of the fiscal year.

D. The Secretary shall:

1. Be responsible for the permanent records of the Chapter including minutes of all regular and special meetings of the Chapter and Board of Directors.
2. Maintain a current roster of Chapter membership.
3. Attest to all documents required to be executed by the Chapter.
4. Perform such other duties as may be requested by the President or Board of Directors.

E. The Corresponding Secretary (if any) shall:

1. Be responsible for all correspondence of the Chapter.

SECTION 2 -- TERM OF OFFICE

- A. The term of office shall be for one year commencing August 1, and continue until the successors are elected or selected.
- B. Officers shall not be elected to the same office for more than two consecutive terms.
- C. An officer who has served more than half a term is considered to have been elected for the full term.
- D. A Society Officer may only be elected to a Directors position.

SECTION 3 -- VACANCIES

- A. A vacancy in the office of President shall be filled by the First Vice President.
- B. A vacancy in the office of Vice President shall be filled by either:
 1. Appointment by the President, and a majority vote of the remaining voting officers shall approve, of an interim Vice President to complete the unexpired term when there is only one Vice President or;
 2. Each Vice President shall ascend to the next highest vacant position in order of precedence. The President shall appoint, and a majority of the remaining voting officers shall approve, interim Vice President(s) to fulfill the remainder of the unexpired term.
 3. In the event of a vacancy in the office of both President and Vice President, when there is only one Vice President, the Chapter shall elect the President by ballot; the President shall appoint, and the remaining voting officers shall approve, an interim Vice President to fulfill the unexpired term.
- C. A vacancy in any other office, except that of Immediate Past President which shall not be filled, shall be filled by Presidential appointment, with approval by majority vote of the remaining officers.

ARTICLE VIII -- NOMINATIONS AND ELECTIONS**SECTION 1 -- NOMINATIONS**

Any member may nominate a candidate or candidates for Chapter office.

SECTION 2 -- QUALIFICATIONS

The member nominated shall be a member in good standing, fulfill the qualifications specified herein and shall express a willingness to serve in the office for which nominated. Nominees for President shall have served on the Board of Directors.

SECTION 3 -- NOMINATING COMMITTEE

A Nominating Committee of at least three members shall be elected at the March Membership meeting to receive and solicit nominations. The Committee shall elect its own Chairman. The President shall not serve on the Nominating Committee. The Nominating Committee shall present the slate of candidates which shall be announced at the April Membership Meeting. Additional nominations may be taken from the floor until nominations are declared closed. All Chapter members shall receive notification of the slate of candidates and the balloting deadline. (amended 7/99)

SECTION 4 -- VOTING

All members in good standing are eligible to vote. Secret ballots shall be counted by the tellers at the May Membership Meeting. Elected officers shall receive a majority of the votes cast. If there are more than three candidates for an office, a plurality vote shall elect. In the event of a tie, Chapter members in attendance at the May Membership Meeting shall vote by secret ballot to decide the election. (amended 7/99)

SECTION 5 -- ANNOUNCEMENT

The results of the election shall be announced by the presiding officer and the Teller's Report shall become part of the permanent records of the Society. Chapter members shall receive notice of the results of the election. The Secretary shall notify the Society Business Office of the election results by July 1. (amended 7/99)

ARTICLE IX -- BOARD OF DIRECTORS**SECTION 1 -- MEMBERS**

The Board of Directors shall be composed of the President, Vice President(s), Secretary, Treasurer and Directors, and may include a Corresponding Secretary. The Immediate Past President shall be an ex-officio member of the Board of Directors and may have voting privileges.

SECTION 2 -- DUTIES

The Board of Directors shall:

- A. Exercise general supervision and control over the affairs of the Chapter;
- B. Approve all appointments made by the President;
- C. Approve the budget, appropriate necessary funds necessary to meet the expenses of the Chapter, and designate depository institutions into which funds shall be deposited. The Board shall authorize waiver, or payment of the cost of, any bond required of anyone holding Chapter funds or property.
- D. Report to Chapter business transacted by it;
- E. Investigate all grievances and complaints of irregularities presented to it, and serve as a body to which members may appeal.
- F. Take all such other actions as may be necessary for the proper functioning of the Chapter which are consistent with these Bylaws.

SECTION 3 -- MEETINGS OF THE BOARD OF DIRECTORS

- A. The Board of Directors shall hold regularly scheduled meetings. The location shall be determined by the Board of Directors.
- B. The Board of Directors meetings shall be open to the membership of the Chapter, but members may only participate when requested to do so by the presiding officer. The Board of Directors may, in its discretion and for good cause, conduct certain business in meetings to be attended only by the Board of Trustees and those persons specifically invited by the Board of Directors.
- C. Special meetings of the Board of Directors may be called by the President or a majority of the Board of Directors. The call for a Special meeting shall be made at least fifteen days before the meeting and shall state the items of business to be transacted. No other business may be transacted except that stated in the call of the Special meeting.
- D. The last regularly scheduled meeting of the fiscal year shall be a Joint Board Meeting which shall be attended by all incoming and outgoing officers and committee chairs. Those in outgoing positions shall transfer records for the fiscal year to the incoming officers and committee chairs.

SECTION 4 -- QUORUM

A majority of the Board of Directors shall constitute a quorum.

ARTICLE X -- ANNUAL MEETING**SECTION 1 -- DELEGATES**

The Delegate(s) and Alternate(s) shall be elected by the Chapter membership to represent the Chapter at the Annual Society Business Council.

- A. The Chapter shall be entitled to one vote for every voting member based on Society records of Chapter membership as of July 1. (amended 7/99)
- B. Each Delegate shall be entitled to one Alternate
- C. One Delegate may vote the total number of votes assigned to the Chapter.
- D. The Society Business Office shall be informed of the name(s) of the Chapter Delegate(s) and Alternate(s) 30 days prior to the Annual Meeting.

ARTICLE XI -- COMMITTEES**SECTION 1 -- CREATION**

The President may authorize the creation of committees as deemed necessary to conduct the affairs of the Society.

SECTION 2 -- STANDING COMMITTEES

The Standing Committees of the Chapter shall include Awards, Bylaws, Certification, Standards, Education, Finance, Membership, Program, and may include Newsletter, Industry Awareness, Public Relations, and Historical Committees. The President shall appoint the chairmen of the following Standing Committees with the approval of the Board of Trustees:

- A. Awards Committee which shall verify all Chapter nominations for Society Awards; prepare and submit documentation of Chapter activities for Society Chapter Awards; select recipients for Chapter awards and procure and prepare awards for presentation.
- B. Bylaws Committee which shall receive, prepare and present proposed Standing Rules to these Bylaws; interpret these Bylaws and offer guidance on parliamentary procedures; submit proposed amendments, or Standing Rules, to the Society Bylaws to the Regional Bylaw Committee Member.
- C. Certification Committee which shall maintain an active liaison between the Chapter and the Certification Board Regional Member, and promote the Certification Program to Chapter members.

- D. Standards Committee which shall promote standard estimating practices by Chapter members and in the construction industry; cooperate with the Certification Board by drafting and reviewing documents for the Standard Estimating Practices Manual.
- E. Education Committee which shall promote the art of estimating through educational and training programs; develop liaisons between the Chapter and educational institutions with construction related curriculum to promote the objectives of the Society; promote the programs of the Education Board. The Committee shall award all funds allocated for scholarships and grants in the name of the Chapter.
- F. Finance Committee which shall prepare and present the proposed annual budget to the Board of Directors at the second meeting of the fiscal year.
- G. Membership Committee which shall develop Chapter membership drives; cultivate interest in Chapter membership; promote participation in Society sponsored membership drives; and distribute, receive and review membership applications.
- H. Program Committee which shall arrange and promote programs for the general membership meetings which shall be construction related topics or of general interest to the members.
- I. Public Relations Committee which shall publicize Chapter activities and awards and promote Society objectives to other professional construction organizations.
- J. Newsletter Committee which shall publish and distribute to Chapter members and others, an informative newsletter promoting Chapter and Society activities, and other items of interest.
- K. Historical Committee which shall maintain historical records of Chapter activities.
- L. Industry Awareness which shall inform members of proposed and adopted legislation that will affect the construction industry.

SECTION 3 -- COMMITTEE STRUCTURE

Each Committee Chair shall appoint at least one additional member to the respective Committee.

ARTICLE XII -- INDEMNIFICATION

The Board of Directors shall have the authority to indemnify any Director or Officer of the Chapter for expenses and costs, including legal fees, actually and necessarily incurred in connection with any claim asserted against the person, by action in court or otherwise by reason of the person being or having been such Director or Officer, except in relation to matters as to which the person shall have been guilty of negligence or misconduct in respect of the matter in which indemnity is sought.

ARTICLE XIII -- PARLIAMENTARY AUTHORITY

The rules of parliamentary practice comprised in Robert's Rules of Order,[®] Newly Revised, latest edition, shall govern all proceedings of the Chapter and the Board of Directors, except where inconsistent with these Bylaws, and shall be subject to any special policies which have been or may be adopted.

ARTICLE XIV -- AMENDMENTS

Amendments to these Bylaws may be proposed but shall not be effective until approved by a two-thirds vote of the ASPE Board of Trustees as an amendment to the Standard Bylaws for Chapters.

Chapter Standing Rules

STANDING RULE NO.1

The Chapter shall adopt Standing Rules stating its dues, fees and charges, Membership and Board of Directors meeting dates, the number of Directors and whether officers will be elected to the positions of Second Vice President, Third Vice President, and Corresponding Secretary, and whether the Immediate Past President has voting privileges on the Board of Directors, and such other rules which do not conflict with the Charter of the American Society of Professional Estimators; the Chapter's Corporate Charter; or the Bylaws, Standing Rules or official policies of the American Society of Professional Estimators, provided they have been reviewed for compliance by the Society's Bylaw Committee.

Amendment of Chapter Standing Rules requires previous notice to the Chapter membership and a two-thirds vote of those present and voting.

• • • • •

[Signature] CPE

Bill Lampton BOD

Capo Sizzi BOD

Anna Kepp

Randy Scott

Mike Daly

Hal Pory. HEDS DORSTINSKI

[Signature]

Paul Lamm

Ed. Little & Wick

[Signature]

(NONPROFIT) INITIAL LIST OF OFFICERS, DIRECTORS AND RESIDENT AGENT OF

FILE NUMBER

American Society of Professional Estimators, Chapter 12

20080212054-14

(Name of Corporation)

FOR THE FILING PERIOD OF

April 30, 2008

TO

April 30, 2009

The corporation's duly appointed resident agent in the State of Nevada upon whom process can be served is:

Joseph A. Flemming
3675 Right Hand Canyon Rd.
Reno, NV 89510

Filed in the office of

Document Number

20080246256-65

Ross Miller
Secretary of State
State of Nevada

Filing Date and Time

04/08/2008 8:07 AM

Entity Number

E0203642008-3

A FORM TO CHANGE RESIDENT AGENT INFORMATION CAN BE FOUND ON OUR WEBSITE: secretaryofstate.biz

Important: Read instructions before completing and returning this form.

USE BLACK INK ONLY - DO NOT HIGHLIGHT

ABOVE SPACE IS FOR OFFICE USE ONLY

☒ Return one file stamped copy. (If filing not accompanied by order instructions, file stamped copy will be sent to resident agent.)

- Print or type names and addresses, either residence or business for all officers and directors. A President, Secretary, Treasurer, or equivalent of and all Directors must be named. There must be at least one director. An officer must sign the form. **FORM WILL BE RETURNED IF UNSIGNED**
- If there are additional directors attach a list of them to this form.
- Return the completed form with the \$25.00 filing fee. A \$50.00 penalty must be added for failure to file this form by the last day of the first month following the incorporation/initial registration date.
- Make your check payable to the Secretary of State. Your canceled check will constitute a certificate to transact business.
- Ordering Copies:** If requested above, one file stamped copy will be returned at no additional charge. To receive a certified copy, enclose an additional \$30.00 per certification. A copy fee of \$2.00 per page is required for each additional copy generated when ordering 2 or more file stamped or certified copies. Appropriate instructions must accompany your order.
- Return the completed form to Secretary of State, 202 North Carson Street, Carson City, NV 89701-4201, (775) 684-5700.
- Form must be in the possession of the Secretary of State on or before the last day of the first month following the initial registration date. (Postmark date is not accepted as receipt date.) Forms received after due date will be returned for additional fees and penalties.

FILING FEE \$25.00 LATE PENALTY \$50.00

NAME	TITLE(S)		
Joseph A. Flemming	PRESIDENT (OR EQUIVALENT OF)		
ADDRESS	CITY	ST	Zip
3675 Right Hand Canyon Rd.	Reno,	NV	89510
NAME	TITLE(S)		
Donna Koepp	SECRETARY (OR EQUIVALENT OF)		
ADDRESS	CITY	ST	Zip
8925 Spanish Trail Dr.	Sparks,	NV	89441
NAME	TITLE(S)		
Paul Swenson	TREASURER (OR EQUIVALENT OF)		
ADDRESS	CITY	ST	Zip
1050 21st. Street	Sparks,	NV	89431
NAME	TITLE(S)		
Steve Bonicatto	DIRECTOR		
ADDRESS	CITY	ST	Zip
3435 University Green Dr.	Reno,	NV	89512

I declare, to the best of my knowledge under penalty of perjury, that the above mentioned entity has complied with the provisions of NRS 360.750 and acknowledge that pursuant to NRS 230.330, it is a category C felony to knowingly offer any false or forged instrument for filing in the Office of the Secretary of State.

X *Donna Koepp*
Signature of Officer

Title Secretary

Date April 3, 2008

April 3, 2008
Page 2 of 2

(Non-Profit) Initial List of Officers, Directors and Resident Agent
American Society of Professional Estimators, Chapter 12

Howard Eells -Director
1540 Roma Ct.
Reno, NV 89523

Amended

(NONPROFIT) ~~ANNUAL~~ LIST OF OFFICERS, DIRECTORS AND RESIDENT AGENT OF
American Society of Professional Estimators, Chapter 12

FILE NUMBER

20080212054-14

(Name of Corporation)

FOR THE FILING PERIOD OF

April 2008

TO April 2009

The corporation's duly appointed resident agent in the State of Nevada upon whom process can be served is:

Joseph A. Flemming
c/o Q&D Construction
1050 21st St.
Sparks, NV

A FORM TO CHANGE RESIDENT AGENT INFORMATION CAN BE FOUND ON OUR WEBSITE: secretaryofstate.nv.gov

Filed in the office of

Ross Miller
Secretary of State
State of Nevada

Document Number

20080538018-75

Filing Date and Time

08/11/2008 12:50 PM

Entity Number

E0203642008-3

Important: Read Instructions before completing and returning this form.

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☒ Return one file stamped copy. (If filing not accompanied by order instructions, file stamped copy will be sent to resident agent.)

- Print or type names and addresses, either residence or business for all officers and directors. A President, Secretary, Treasurer, or equivalent of and all Directors must be named. There must be at least one Director. An Officer must sign the form. **FORM WILL BE RETURNED IF UNSIGNED**
- If there are additional directors attach a list of them to this form.
- Return the completed form with the \$25.00 filing fee, if no capitalization. A \$50.00 penalty must be added for failure to file this form by the deadline. An annual list received more than 90 days before its due date.
- Make your check payable to the Secretary of State. Your canceled check will constitute a certificate to transact business.
- Confirmation: If requested above, one file stamped copy will be returned at no additional charge. To receive a certified copy, enclose an additional \$30.00 per certification. A copy fee of \$2.00 per page is required for each additional copy generated when ordering 2 or more file stamped or certified copies. Appropriate instructions must accompany your order.
- Return the completed form to Secretary of State, 203 North Carson Street, Carson City, NV 89701-4201, (775) 684-5708.
- Forms must be in the possession of the Secretary of State on or before the last day of the month in which it is due. (Postmark date is not accepted as receipt date.) Forms received after due date will be returned for additional fees and penalties.

FILING FEE \$25.00 (IF NO CAPITALIZATION) LATE PENALTY \$50.00

NAME Donna Koepp	TITLE(S) PRESIDENT (OR EQUIVALENT OF)		
ADDRESS c/o Clark & Sullivan Construction, 905 Industrial Way	CITY Sparks	ST NV	ZIP 89431
NAME Marla Corey	TITLE(S) SECRETARY (OR EQUIVALENT OF)		
ADDRESS c/o Gardner Engineering, 270 E. Parr Blvd.	CITY Reno	ST NV	ZIP 89506
NAME Paul Swenson	TITLE(S) TREASURER (OR EQUIVALENT OF)		
ADDRESS c/o Q&D Construction, 1050 21st St.	CITY Sparks	ST NV	ZIP 89431
NAME Herb Dorszynski	TITLE(S) DIRECTOR & 1st Vice President		
ADDRESS c/o D&D Roofing, 1000 Glendale Ave.	CITY Sparks	ST NV	ZIP 89431

I declare, to the best of my knowledge under penalty of perjury, that the above mentioned entity has complied with the provisions of NRS 380.780 and acknowledge that pursuant to NRS 239.330, it is a category C felony to knowingly offer any false or forged instrument for filing in the Office of the Secretary of State.

Donna Koepp
Signature of Officer

TITLE President

Date August 6, 2006

Part II, Item 1, Form 1024
 American Society of Professional Estimators, Chapter 12 - EIN # [REDACTED]
 Narrative of Activities

ASPE Chapter 12 activities past, present and planned are outlined as follows:

1. Monthly dinner meetings and programs
 - a. Conducted by the current President of Chapter 12 and supported by the Board of Directors and others involved in the program topic.
 - b. The dinner meetings are the 3rd Wednesday of the Month from September through May.
 - c. The dinner meetings are held in Reno, Nevada
 - d. The dinner meetings are intended to provide fellowship, networking and education of members, guests and others in the construction and related industry.
 - i. Topics include, but not limited to
 1. The use of advanced estimating software
 2. The opportunities of estimating education at local universities, colleges and on-line.
 3. The state of local economic conditions as it relates to our industry
 4. Ethics as it relates to estimating in our industry
 5. Bid Day simulations that provide education of processes as it pertains to estimating in our industry
 6. Presentation to the local Academy of Career Education Tool Awards
 7. Presentation of Chapter Awards and Recognitions
 - e. The dinner meetings activity is 75% of Chapter 12 time
 - f. The dinner meetings are funded by attendee's entrance fees
2. Annual Golf Tournament
 - a. Conducted by the Golf Tournament Committee Chairman
 - b. June
 - c. Reno, Nevada
 - d. The golf tournament is intended to provide fellowship, networking of members, guests and others and raise funds for our education fund
 - e. The golf tournament activity is 15% of Chapter 12 time
 - f. The golf tournament is funded by attendee's fees and corporate sponsorships
3. Annual Job Site Tours
 - a. Conducted by ASPE member representative of the company constructing the project.
 - b. August
 - c. Reno, Sparks, Carson City, Lake Tahoe, Nevada
 - d. The Job Site Tours are intended to provide fellowship, networking and education of members, guests and others by visiting and discussing the construction of the project as it pertains to estimating.
 - e. The job site tour is 10% of Chapter 12 time.
 - f. The job site tour is funded by attendee's fees and corporate sponsorships

Part II, Item 7, Form 1024
American Society of Professional Estimators, Chapter 12 - EIN # 2 [REDACTED]

Membership Classifications:

Membership in the Society shall be open to persons meeting the following qualifications regardless of national origin, race, creed, sex or age and shall consist of:

Estimator: shall have at least 5 years experience as an Estimator in one or more of the construction estimating disciplines.

41 current members

Constructor: shall be an active construction professional experienced in one or more of the construction disciplines with at least five years experience.

3 current members

Associate Member: is a Member having less than five years experience as an Estimator or an active construction professional in one or more of the construction estimating disciplines.

7 current members

Affiliate Member: shall be employed in a construction related field. An Affiliate Member shall have limited rights and privileges in the Society where the Affiliate Member may hold Chapter level positions but shall not hold National level office and shall not be eligible to vote except at the Chapter level.

3 current members

Part 11, Item 7

AMERICAN SOCIETY OF PROFESSIONAL ESTIMATORS

This is to Certify that

Donna Hoeppe

is a Charter member in good standing of

RENO CHAPTER NO. 12

with all rights, honors and privileges pertaining hereto.

V. J. M. Smith
Director of Administration

May 10, 2006

Date

08-09



American Society of Professional Estimators
 2525 Perimeter Place Drive - Suite 103
 Nashville, TN 37214
 615-316-9200 Fax: 615-316-9800

Member No.: _____

MEMBERSHIP APPLICATION

APPLICANT COMPLETE SECTIONS 1 THROUGH 6 BELOW; SIGN APPLICATION & RETURN. (PLEASE TYPE OR PRINT).

1 I prefer to have all my ASPE publications sent to ☐ Home ☐ Business

DATE OF BIRTH _____ / _____ / _____
 Month Day Year

NAME: _____

FIRM: _____

HOME ADDRESS: _____

JOB TITLE: _____

CITY: _____ STATE _____ ZIP _____

LENGTH OF PRESENT EMPLOYMENT _____

HOME PHONE: () _____

ADDRESS: _____

BUSINESS PHONE: () _____

CITY: _____ STATE _____ ZIP _____

FAX: () _____

TYPE OF FIRM ☐ GENERAL CONTRACTOR ☐ SUBCONTRACTOR ☐ SUPPLIER ☐ CONSTRUCTION MANAGER ☐ ARCHITECT ☐ ENGINEER

E-MAIL ADDRESS: _____

WEB ADDRESS: _____

2 Read Membership Classifications on the back of this form: (✓) the box that best describes your membership classifications.

☐ Estimator ☐ Associate Member ☐ Affiliate ☐ Student ☐ Constructor

Using the CSI classifications, or the specifications section you bid under, list the primary discipline in which you estimate.

Use the number 1.4 for General Construction Estimator. _____

List two (2) trade references (other estimators).

Contact _____

Contact _____

Company _____

Company _____

Phone _____

Phone _____

3 EMPLOYMENT INFORMATION: If applying for Estimator membership classification, please list previous employer(s) to reflect up to five years experience as an estimator. Use additional sheet(s) if necessary.

Employer: _____

Length of Employment: _____

Address: _____

Position: _____

Telephone No.: _____

4 National Dues (See back of form) \$ _____
 National Administrative Fee \$ 35.00
 Chapter Dues (See back of form) Chapter # _____ \$ _____
 Member-At-Large Dues (see back of form) \$ _____
 Initiation Fee (check w/Local Chapter) \$ _____
 Total (Payable in U.S. Funds Only) \$ _____

I (have ☐ have not ☐) previously applied for or held membership in the Society. I certify that foregoing statements are correct. If admitted to membership, I agree to abide by and be governed by the By-Laws and Code of Ethics of the Society.

Signature: _____

Please sign above to validate your application

5 PAYMENT MADE BY: _____ Checks Payable to ASPE

☐ Payment by Check \$ _____ Check No. _____

☐ Visa ☐ Mastercard ☐ American Express

Card No. _____ Exp. Date: _____

CVC Code: _____ (3 digit cost on back of card)

Billing Street Address: _____

Billing Zip Code: _____

Signature: _____

Please sign above for credit card charge authorization

6 SPONSOR SECTION: Sponsor's Name: _____ Chapter No. _____ Date: _____

ASPE SBO/CHAPTER USE ONLY

Chapter Representative/Society Representative _____

Date _____

MEMBERSHIP CLASSIFICATIONS: Section 4 - Line 1

Estimator: Each Estimator shall be qualified to practice as an estimator in one or more of the construction estimating disciplines with at least five years experience. The Estimator shall have all the rights and privileges of the Society.

Annual National Dues: \$190.00 plus Chapter Dues.

Associate Member: Each Associate Member shall be qualified to practice as an estimator or an active construction professional in one or more of the construction estimating disciplines with cumulative experience of less than five years. The Associate Member shall have all the rights and privileges of the Society.

Annual National Dues: \$190.00 plus Chapter Dues.

Affiliate: An Affiliate Member shall be employed in a construction related field. An affiliate Member shall have all the rights and privileges of the Society, except the Affiliate Member shall not hold office in the Society and shall not be eligible to vote.

Annual National Dues: \$190.00 plus Chapter Dues.

Student: A Student shall be a full time student actively pursuing a curriculum leading to a degree or certificate in a construction related field. The Student shall not hold office in the Society and shall not be eligible to vote. (Please consult chapter for student Chapter Dues amount)

Annual National Dues: \$9.50 plus Chapter Dues.

Constructor: A Constructor shall be an active construction professional experienced in one or more of the construction disciplines with at least five years experience. The constructor shall have all rights and privileges of the Society.

Annual National Dues: \$190.00 plus Chapter Dues.

Section 4 - Line 4

****Members-At-Large:** Members-At-Large shall be a person who is qualified by one of the membership classifications but is not a member of a chapter because of geographic location. Region numbers are listed in the Chapter Identification Section below.

Annual National MAL Dues: \$190.00 plus Regional Dues.

Section 4 - Line 3**Chapter Name****Dues****Southwest Region:**

1	Los Angeles	\$70.00
3	Orange County	\$75.00
4	San Diego	\$70.00
6	Arizona	\$60.00
18	Houston	\$35.00
40	Rio Grande	\$25.00
43	Dallas/Ft. Worth	\$50.00
47	Roadrunner	\$65.00
53	Old Pueblo	\$30.00
68	Inland Empire (inactive)	\$75.00
72	Las Vegas	\$50.00

Central Plains Region:

7	Chicago	\$60.00
17	Detroit	\$25.00
19	Greater St. Louis	\$60.00
27	Buckeye	\$15.00
28	Northeastern Ohio	\$40.00
32	Heartland	\$40.00
35	Great Plains	\$30.00
38	Southwestern Ohio	\$20.00
39	Viking	\$35.00
59	Central Indiana	\$25.00
65	Old Fort	\$25.00
66	Packerland	\$35.00
70	Western Michigan	\$40.00
71	Quad City	\$35.00
73	Des Moines Area	\$35.00
74	Cedar Rapids	\$35.00
78	Brew City	\$40.00

Northwest Region:

2	Golden Gate	\$70.00
5	Denver	\$60.00
11	Sacramento	\$60.00
12	Reno	\$60.00
45	Puget Sound	\$60.00
51	Great Salt Lake	\$65.00
54	Columbia-Pacific	\$40.00
55	Santa Clara Valley	\$40.00

Chapter Name**Dues****Northeast Region:**

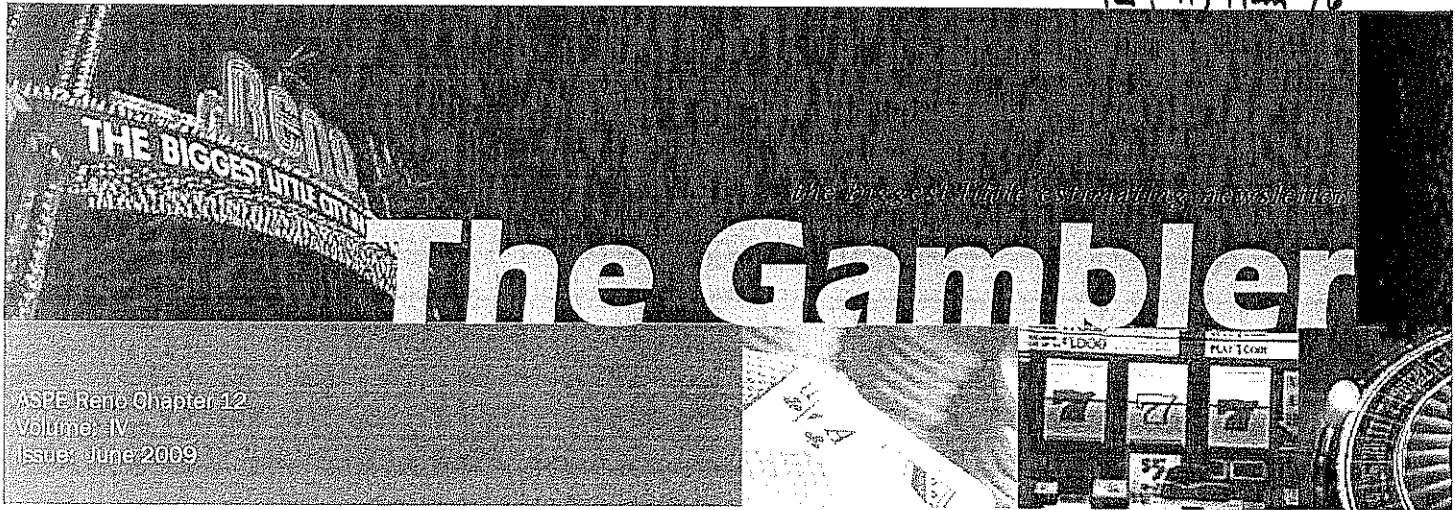
10	New York	\$25.00
15	Yankee	\$25.00
21	Baltimore	\$45.00
23	Greater D. C.	\$45.00
25	Boston	\$40.00
26	Garden State	\$45.00
31	Southern New England	\$15.00
37	Maine	\$35.00
41	Greater Lehigh Valley	\$15.00
42	Empire State	\$20.00
44	Three Rivers	\$15.00
60	Nutmeg	\$35.00
61	Philadelphia	\$35.00
75	Delaware	\$35.00
76	Central Pennsylvania	\$75.00
77	Western New York	\$35.00

Southeast Region:

9	New Orleans	\$0.00
14	Atlanta	\$35.00
33	Arkansas	\$25.00
34	Middle Tennessee	\$40.00
48	Tampa Bay	\$30.00
49	Gold Coast	\$65.00
50	Central Florida	\$30.00
56	Eastern Tennessee	\$25.00
62	Memphis	\$30.00
79	Razorback	\$25.00

Members-At-Large: (MAL)**

90	Northwest Region	\$50.00
91	Southwest Region	\$50.00
92	Central Plains Region	\$50.00
93	Southeast Region	\$50.00
94	Northeast Region	\$50.00



ASPE Reno Chapter 12
Volume: IV
Issue: June 2009

MAY AWARDS PROGRAM RECAP

By Donna Koepp, CPE, LEED-AP

ACE High School's Justin Lantz was the recipient of our annual Tool Scholarship. Justin's chosen field is the Electrical Industry and he plans to join the military as well.

It was a delight to meet Justin and his parents. As always the ACE instructors that attended and spoke to the group were very inspiring.

ACE High School is a gem of a learning institution in our community and ASPE Chapter 12 is proud to support them.



ABOUT ACE

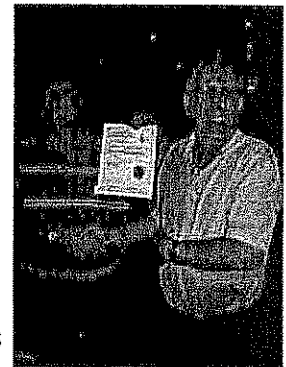
Established in 2002 for students in grades 9-12 interested in pursuing a career in construction and engineering and related fields, ACE focuses on core academics, such as reading, writing, math and science, through the application of construction skills.

Also, three Chapter 12 members were awarded their CPE Certificates and Pins at the dinner, Jerry Hogan, CPE-General Construction; Norm Horsley, CPE-Mechanical and Joe Flemming, CPE-General Construction (recertified).

Our Northwest Regional Governor, Chris Morton, CPE did the honors and spoke to the attendees regarding upcoming ASPE Regional and National issues and event. Congratulations to all.

If you are interested in the CPE program, please ask any of them for information on their experiences obtaining their Certified Professional Estimator credentials.

Congratulations to everyone!



IN THIS ISSUE:

PAGE SIX: 2009 Golf Registration Form

PAGE EIGHT: 2009 Golf Sponsorship Form

PRESIDENT'S CORNER

by: Donna Koepp, CPE, LEED AP



LET'S DO LUNCH!!

July 15th, 2009 at the Atlantis Hotel Casino

By popular demand, our July program will be lunch. Our speakers will be from AGC and will recap the Legislative Session and what it means for our industry. Watch for an e-mail flyer closer to the date for more information.

See you all at the Golf Tournament on the 12th.

Donna Koepp CPE

ASPE CHAPTER 12 OFFICERS/BOARD MEMBERS/COMMITTEES

OFFICERS		COMMITTEE CHAIRPERSONS		COMMITTEE CHAIRPERSONS	
President	Donna Koepp, CPE Clark & Sullivan dkoepp@clarksullivan.com	Awards	Stephanie Halls Briggs Electric stephanleh@briggselectric.com	Membership	Norman Horsley CW Mechanical (775) 322-6597
Vice President	Herb Dorszynski D&D Roofing hdorszynski@ddroofing.com		Don Kent Richard Joseph & Company dkent@rjcompany.com		Mark Roberts Brownies Digital Imaging mroberts@browniesrepro.com
2nd Vice President	Howard Eells Incline Glass howard@inclneglass.com	Certification	Joe Flemming Q&D Construction jfflemming@qdconstruction.com	Newsletter Editor	Capri Dye CSD Marketing capri@csd-marketing.com
Secretary	Marla Corey Gardner Engineering mcorey@gardnereng.com	Education	Marla Corey Gardner Engineering mcorey@gardnereng.com	Program	John Allen Carvel Painting j.allen@carvelpainting.com
Treasurer	Paul Swenson Q&D Construction pswenson@qdconstruction.com		Steve Bonicatto, CPE Sundt Construction sjbonicatt@sundt.com		Tim Nobles Los Gatos Construction tim@losgatosnv.com
Immediate Past President	Joe Flemming, CPE Q&D Construction jfflemming@qdconstruction.com	Ethics	Herb Dorszynski D&D Roofing hdorszynski@ddroofing.com	Publications/PR	John Allen Carvel Painting j.allen@carvelpainting.com
		Golf/Fundraising	Howard Eells Incline Glass howard@inclneglass.com	Website	Jason Daily JD Enterprises jason.daily@jdepost.com
		Historical	David Volcansek Stitser Drywall davev@stitserdrywall.com		



3RD ANNUAL GOLF TOURNAMENT UPDATE

The ASPE Annual Golf Tournament is next month. This year looks to be even better as the committee works to expand the fun that everyone has had at the past tournaments. It starts with the breakfast. Continues with golf on a fantastic course that includes a free Bloody Mary (or Virgin Mary), and money making opportunities on the par 3 holes. And then finishes with lunch on the D'Andrea Terrace with great door prizes and awards. There is also a goody bag for each golfer provided by the sponsors.

Register now with your friends, your coworkers, your boss, or bring a client. This is a great venue to let your clients know how much you appreciate them in these economic times.

Tournament Particulars:

Friday – June 12th, 2009

Sign-in at 7:00 / Breakfast 7:00 – 8:00 /
Shotgun start 8:00 AM

D'Andrea Golf Course – East off of Vista Blvd., Sparks, NV

\$150 per golfer / \$600 per foursome

Sponsorships are still available. See the flyer in the newsletter. You can register online at www.aspereno.org. Just click on "Golf Registration" to list your players and prepay.

We hope to see you there for a fun time.



CERTIFICATION UPDATE

By: Joe Flemming, CPE

Jerry Hogan and Norm Horsley were presented with their CPE Certificates and pins at the May program. Joe Flemming was presented with his renewal certificate.

CPE's on hand at the program included Chris Morton (Northwest Governor), Jim Hawkins, Donna Koepp, David Evans, Joe Flemming, Jerry Hogan and Norm Horsley.

Contact me if you are interested in ASPE Certification or see the Certification website at:

<http://www.aspenational.org/Certification.htm>

ASPE CANONS

Canon 1 Professional estimators shall perform services in areas of their discipline and competence.

Canon 2 Professional estimators shall continue to expand their professional capabilities through continuing education programs to better enable them to serve clients, employers and the industry.

Canon 3 Professional estimators shall conduct themselves in a manner, which will promote cooperation and good relations among members of our profession and those directly related to our profession.

Canon 4 Professional estimators shall safeguard and keep in confidence all knowledge of the business affairs and technical procedures of an employer or client.

Canon 5 Professional estimators shall conduct themselves with integrity as all times and not knowingly or willingly enter into agreements that violate the laws of the United States of America or of the states in which they practice. They shall establish guidelines for setting forth prices and receiving quotations that are fair and equitable to all parties.

Canon 6 Professional estimators shall utilize their education, years of experience and acquired skills in the preparation of each estimate or assignment with full commitment to make each estimate or assignment as detailed and accurate as their talents and abilities allow.

Canon 7 Professional estimators shall not engage in the practice of "bid peddling" as defined by this code. This is a breach of moral and ethical standards, and a member of this society shall not enter into this practice.

Canon 8 Professional estimators and those in training to be estimators shall not enter into any agreement that may be considered acts of collusion or conspiracy (bid rigging) with the implied or express purpose of defrauding clients. Acts of this type are in direct violation of the Code of Ethics of the American Society of Professional Estimators.

Canon 9 Professional estimators and those in training to be estimators shall not participate in acts, such as the giving or receiving of gifts, that are intended to be or may be construed as being unlawful acts of bribery.

SAVE THE DATE **June 12, 2009**

3rd Annual ASPE Chapter 12 Golf Tournament

- \$10,000 Hole-in-One!
- Monte Carlo Holes!
- Foursomes & Individuals Welcome!
- Continental Breakfast & Lunch Served
- Proceeds Benefit the ASPE Education Fund!

Save the Date for the
3rd Annual ASPE Chapter 12
Golf Tournament!

Look for registration forms
and sponsorship opportunities
in the monthly newsletters.

New this year...
Register online at
aspereno.org

Registration Deadline is May 29, 2009

What:

3rd Annual Golf Tournament

When:

June 12, 2009

Where:

D'Andrea Golf Club, Sparks NV

Time:

Sign-in begins at 7:00 am

8:00 am Shotgun Start

Fee:

Foursomes: \$600.00

Individuals: \$150.00



Claudia J. Chambers CPESC, CISEC, CIT

KELLEY EROSION CONTROL, INC.

2395-B Tampa Street, Reno, NV 89512

775/322-7755 • Fax 775/322-6606 • Cell: 775/741-8875

claudia@kelleyerosioncontrol.com

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The Ultimate Local Construction Guide



Sierra Contractor's Source offers a weekly construction publication in an easy to read book format featuring currently bidding jobs in the Northern Nevada and Eastern/Northern California areas along with bid results, contracts awarded, architectural/engineering opportunities and legal notices. In addition we have a full service planroom where customer satisfaction is our priority as well as our online

planroom where you may view plans and specs, addendums and memos. We are also an excellent advertising source for your business with an appreciative market and very low ad rates.

Don't be fooled into thinking that all planrooms and construction publications are the same because they're not. We are dedicated to giving you a level of service that you won't find elsewhere. Whether it's tracking down a job you saw and were interested in or letting you know something that might be of interest to you, we're willing to go that extra mile because that's what it takes to help you be successful and that's why we are here.

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Planroom: 500 Ryland Street #100, Reno, NV 89502

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ASPE Member Benefit

When a member visits
www.craftsman-book.com
they will save 35% on all products
by typing "ASPE" in the
promotion code.

ASPE CHAPTER 12 GOLF TOURNAMENT REGISTRATION FORM

Register Online
aspereno.org

Sign Us Up!!

3rd Annual ASPE Chapter 12 Golf Tournament
June 12, 2009

- Sign-in Begins at 7:00 am—D'Andrea Golf Club
- Scramble Format
- 8:00 am Shotgun Start
- Foursomes / Individuals Welcome

Registration Deadline is May 29, 2009

Contact Information (please print or type)

Name	
Company Name	
Telephone	
E-mail	

Foursome Information

Foursome Price: \$600.00

Don't have a foursome? Individual Players \$150.00

Player #1	
Player #2	
Player #3	
Player #4	

PAYMENT IS DUE WITH REGISTRATION

Please make checks payable to:
ASPE Reno Chapter 12

Mail check & registration form to:
Howard Eells — ASPE 12 Tournament Director c/o Incline Glass
2080 E. Greg Street
Sparks, Nevada 89431



ASPE CHAPTER 12 MEMBER COMPANIES

Applied Mechanical	Lionakis
Bison Construction	Los Gatos Construction Co.
Bi-State Propane	Mountainlands Area Plan Room
Briggs Electric	NDI Plumbing, Inc.
Brownies Digital Imaging	Northern Sierra Construction, Inc
Carvel Painting	Oakcrest Landscaping
Clark & Sullivan	Olcese Construction
Converse Consultants	Omboli Interiors, Inc.
Cumming Corporation	Peavine Construction, Inc.
CW Mechanical	Penta Building Group
D & D Roofing & Sheet Metal, Inc.	Q & D Construction
Delta Fire	QCC
ElectroTech	Radtke Tile and Marble
Gardner Engineering	RHP Mechanical
GuiDenby, Inc.	Richard Joseph & Company
H & E Equipment Services	Sierra Contractors Source
Incline Glass	Sparhawk Metals
JD Enterprises	Stitser Drywall
Kelley Erosion Control	Sundt
Licata Hansen Associates Architec- ture	Tala Enterprises
Lindells Painting Service	Tholl Fence
	United Construction

ASPE CHAPTER 12

GOLF TOURNAMENT

SPONSORSHIP FORM



**Show your support for the ASPE
Reno Chapter 12 Education Fund!**

**Yes!! We would like to support the ASPE Education Fund by sponsoring the
3rd Annual ASPE Chapter 12 Golf Tournament held on June 12, 2009.**

Please check the box of the sponsorship you would like to sign up for.

- ☐ **JR. Estimator Sponsor—\$700.00:** Your company name clearly posted at one of the 18 tee boxes and includes 4 players in the tournament.
- ☐ **Estimator Sponsor—\$800.00:** Your company name clearly displayed @ 2 tee boxes; also includes 4 players in the tournament.
- ☐ **Chief Estimator Sponsor—\$1,000.00:** Your company name clearly displayed @ 4 tee boxes; also includes 4 players in the tournament.
- ☐ **Scholarship Sponsor—\$2,000.00:** Tee signage, hole in one co-sponsor, trophy sponsor, 2009 scholarship awarded in your company name, 8 players in the tournament.
- ☐ **Raffle Prizes:** Raffle prizes are MORE than welcome! Donate a prize with your business card, and receive an honorable mention at the Awards Ceremony!!!

Sponsorship Deadline is May 29, 2009

Contact Information (please print or type)

Company Name	
Contact Name	
Telephone	
E-mail	

PAYMENT IS DUE WITH SPONSORSHIP FORM

Please make checks payable to:
ASPE Reno Chapter 12

Mail check & form to:

Howard Eells – ASPE 12 Tournament Director c/o Incline Glass
2080 E. Greg Street
Sparks, Nevada 89431

GOLF TOURNAMENT VOLUNTEERS NEEDED!!

Samantha Dowd and Veronica Chauvel of Lionakis graciously volunteered again this year to monitor the Par 3 Monte Carlo holes. And they know how to have fun.

If you have some time on the 12th and want a day in the sun at D'Andrea Golf Club, consider volunteering. It is an easy duty if you don't play golf and a great way to network and visit everyone.

Maybe you can challenge Samantha and Veronica for the most funds raised.

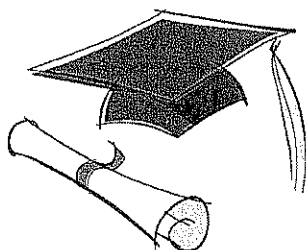


Thank you Samantha Dowd and Veronica Chauvel of Lionakis for once again volunteering your time to help make the Annual ASPE Golf Tournament a great success.

EDUCATION COMMITTEE UPDATE

By: Donna Koepp, CPE, LEED AP

We received five applications for our Western Nevada College scholarship this semester. The committee will be reading applications and interviewing by phone the potential recipients. Your raffle donations and golf tournament proceeds are always at work.



Thank you to all who consistently donate to our chapter's Education Programs.

YOUR AD HERE

Put The Gambler to Work for You.

By advertising in The Gambler you not only reach a targeted group of construction professionals but you also help support the chapter newsletter as well!

AD RATES

Business Card (2inx3.5in)
\$20/month OR
Prepay for 5 get 1 free
Prepay for 9 get 3 free

Quarter Page
(4.25inx5.5in)
\$50/month

June 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12 ASPE Golf Tournament	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

SEND IN YOUR PRESS RELEASES TO THE GAMBLER NEWSLETTER

IF YOU ARE A MEMBER COMPANY OF ASPE CHAPTER 12, THE GAMBLER NEWSLETTER IS LOOKING FOR YOUR PRESS RELEASES. PLEASE SEND YOUR RELEASES TO CAPRI DYE'S ATTENTION AT CAPRI@CSD-MARKETING.COM BY THE 15TH OF EACH MONTH TO BE INCLUDED IN THE NEXT NEWSLETTER ISSUE.

2008-2009 ASPE CHAPTER 12 - FINANCIAL STATEMENT

	2009 Projected	2009 Actual
Total Expenses	\$36,290.00	\$3,276.42
Total Revenue	\$39,200.00	\$14,164.83
Net Total	\$2,910.00	\$4,888.41

9776.42

4388.41

Expenses

Revenues

Expenses	Projected 2009	Actual 2009	Income	Projected 2009	Actual 2009
BANK CHARGES			MEMBERSHIP		
201 Service Fees		\$7.00	BALANCE		
202 Checks		\$80.00	111 Chapter Dues	\$3,600.00	\$3,010.00
Sub Total	\$0.00	\$87.00	112 Monthly Meetings	\$12,950.00	\$8,959.83
CHAPTER EXPENSES			113 Job Walk	\$1,400.00	\$551.08
211 Office Supplies	\$250.00	\$86.38	114 Newsletter Ads	\$250.00	
212 Web Site	\$1,200.00		115 Web Site	\$200.00	
213 Chapter Awards	\$100.00		116 Reimbursements		
214 Newsletter	\$1,200.00	\$600.00	Sub Total	\$18,400.00	\$12,520.89
215 Incorporation		\$825.00			
Sub Total	\$2,750.00	\$1,511.38	REGINAL / CONVENTION		
MONTHLY MEETINGS			121 Convention		
301 Dinner	\$11,840.00	\$8,167.35	122 Special Events		
302 Job Walk	\$600.00	\$252.12	123 Sponsors		
303 Speakers			124		
304 Guest Gifts		\$90.17	Sub Total	\$0.00	\$0.00
Sub Total	\$12,440.00	\$8,509.64	CHARITY		
CONVENTION			131 December Mtg	\$500.00	
401 Hotel			132		
402 Welcome Reception			Sub Total	\$500.00	\$0.00
403 Supplies			EDUCATION		
404 Special Events			BALANCE		
405 Dinner			151 Interest		
Sub Total	\$0.00	\$0.00	152 Dinner Raffles	\$800.00	\$345.00
ASPE ASSOCIATION & CONVENTIONS			153 Special Events	\$200.00	\$288.94
501 Registrations	\$600.00	\$150.00	154 Other		
502 Travel	\$600.00	\$364.40	ESTIMATING ACADEMY		
503 Lodging	\$1,000.00	\$404.00	161 Registration		
504 Misc	\$250.00		162 Sponsorships		
506 Governors Fund	\$150.00		OTHER		
Sub Total	\$2,600.00	\$918.40	171		
EDUCATION			Sub Total	\$800.00	\$643.94
601 Scholarships	\$1,000.00		GOLF TOURNAMENT		
602 Tool Awards	\$1,000.00		181 Player Registration	\$15,000.00	\$600.00
603 Other			182 Sponsorships	\$3,000.00	\$400.00
ESTIMATING ACADEMY			183 Golf Day Misc	\$1,500.00	
611 Facilities			Sub Total	\$19,500.00	\$1,000.00
612 Supplies			Totals	\$39,200.00	\$14,164.83
613 Luncheon					
614 Speakers					
Sub Total	\$2,000.00	\$0.00			
CHARITIES					
701 December Mtg	\$500.00	\$250.00			
702					
Sub Total	\$500.00	\$250.00			
GOLF TOURNAMENT					
801 Course Fees	\$12,500.00	\$500.00			
802 Hole-in-One Ins	\$200.00				
803 Prizes	\$2,000.00				
804 Trophies	\$100.00				
805 Education	\$1,000.00				
Sub Total	\$15,800.00	\$500.00			
OTHER					
901					
902					
Sub Total	\$0.00	\$0.00			
Totals	\$36,290.00	\$3,276.42			

9776.42

2007-2008 ASPE CHAPTER 12 - FINANCIAL STATEMENT

	2008 Projected	2008 Actual	
Total Expenses	\$37,925.00	\$35,973.63	36,187.54
Total Revenue	\$41,100.00	\$39,602.84	
Net Total	\$3,175.00	\$3,629.21	3415.30

Expenses

Expenses	Projected 2008	Actual 2008
BANK CHARGES		
201 Service Fees		\$4.00
202 Checks		\$11.50
Sub Total	\$0.00	\$15.50
CHAPTER EXPENSES		
211 Office Supplies	\$250.00	\$213.91
212 Web Site	\$1,200.00	\$428.99
213 Chapter Awards	\$100.00	\$470.48
214 Newsletter	\$1,200.00	\$1,200.00
215 Chapter Dues	\$225.00	
216 Incorporation		\$75.00
Sub Total	\$2,725.00	\$2,174.47
MONTHLY MEETINGS		
301 Dinner	\$11,840.00	\$11,399.39
302 Job Walk	\$600.00	\$676.16
303 Speakers		
304		
Sub Total	\$12,440.00	\$12,075.55
FALL REGIONAL		
401 Hotel	\$1,265.00	\$1,738.28
402 Welcome Reception	\$400.00	Inc
403 Supplies	\$170.00	\$471.38
404 Special Events	\$975.00	\$802.13
405 Dinner	\$250.00	\$407.76
Sub Total	\$2,810.00	\$3,417.55
ASPE ASSOCIATION & CONVENTIONS		
501 Registrations	\$500.00	\$600.00
502 Travel	\$800.00	\$1,411.50
503 Lodging	\$1,000.00	\$2,305.94
504 Misc	\$250.00	\$19.08
505 Governors Fund		\$469.58
Sub Total	\$2,550.00	\$4,806.10
EDUCATION		
601 Scholarships	\$1,000.00	\$1,000.00
602 Tool Awards	\$1,000.00	\$716.47
603 Other		\$500.00
ESTIMATING ACADEMY		
611 Facilities		
612 Supplies		
613 Luncheon		
614 Speakers		
Sub Total	\$2,000.00	\$2,216.47
CHARITIES		
701 Food Bank	\$500.00	\$280.00
702		
Sub Total	\$500.00	\$280.00
GOLF TOURNAMENT		
801 Course Fees	\$12,500.00	\$8,905.22
802 Hole-In-One Ins	\$200.00	\$582.00
803 Prizes	\$2,000.00	\$1,245.77
804 Trophies	\$100.00	\$147.64
805 Education Fund		\$0.00
Sub Total	\$14,800.00	\$10,880.63
OTHER		
901 Funeral Flowers		\$107.36
902		
Sub Total	\$0.00	\$107.36
Totals	\$37,925.00	\$35,973.63

Revenues

Income	Projected 2008	Actual 2008
MEMBERSHIP		
Starting Balance		
111 Chapter Dues	\$3,600.00	\$3,340.00
112 Monthly Meetings	\$12,950.00	\$13,847.00
113 Job Walk	\$1,400.00	\$1,165.00
114 Newsletter Ads	\$250.00	\$280.00
115 Web Site		\$400.00
116 Reimbursement		\$1,698.84
Sub Total	\$18,200.00	\$20,730.84
FALL REGIONAL		
121 Registration	\$1,125.00	\$875.00
122 Special Events	\$975.00	\$210.00
123 Sponsors		\$3,100.00
124		
Sub Total	\$2,100.00	\$4,185.00
CHARITY		
131 Adopt-A-Family (Dec Mig)	\$500.00	\$280.00
132		
Sub Total	\$500.00	\$280.00
EDUCATION		
Starting Balance		
151 Interest		
152 Dinner Raffles	\$800.00	\$541.00
153 Special Events	\$200.00	
154 Other		
ESTIMATING ACADEMY		
161 Registration		
162 Sponsorships		
OTHER		
171		
Sub Total	\$800.00	\$541.00
GOLF TOURNAMENT		
181 Player Registration	\$15,000.00	\$9,875.00
182 Sponsorships	\$3,000.00	\$2,591.00
183 Golf Day Misc	\$1,500.00	\$1,400.00
Sub Total	\$19,500.00	\$13,866.00
Totals	\$41,100.00	\$39,602.84

36,187.54

2006-2007 ASPE CHAPTER 12 - FINANCIAL STATEMENT

	2007 Projected	2007 Actual
Total Expenses	\$0.00	\$20,069.79
Total Revenue	\$0.00	\$26,631.17
Net Total	\$0.00	\$6,561.38

Expenses

Expenses	Projected 2007	Actual 2007
BANK CHARGES		
201 Service Fees		
202 Checks		
Sub Total	\$0.00	\$0.00
CHAPTER EXPENSES		
211 Office Supplies		\$51.19
212 Misc		\$108.26
213 Chapter Awards		\$105.77
Sub Total	\$0.00	\$275.22
MONTHLY MEETINGS		
301 Dinner		\$7,708.81
302 Speakers		
Sub Total	\$0.00	\$7,708.81
ASPE ASSOCIATION		
401 Registrations		\$525.00
402 Travel		\$214.70
403 Lodging		\$261.54
404 Misc		\$77.59
Sub Total	\$0.00	\$1,078.83
EDUCATION		
501 Scholarships		
502 Tool Awards		\$426.93
ESTIMATING ACADEMY		
511 Facilities		
512 Supplies		
513 Luncheon		
514 Speakers		
Sub Total	\$0.00	\$426.93
CHARITIES		
601 Adapt-A-Family		
602 Other		
Sub Total	\$0.00	\$0.00
GOLF TOURNAMENT		
701 Course Fees		\$8,580.00
702 Hole-in-One Ins		\$168.00
703 Prizes		\$1,479.00
704 Trophies		
Sub Total	\$0.00	\$10,227.00
OTHER		
801 Governors Fund		\$353.00
Sub Total	\$0.00	\$353.00
Totals	\$0.00	\$20,069.79

Revenues

Income	Projected 2007	Actual 2007
MEMBERSHIP		
Start-up Donations		\$500.00
111 Chapter Dues		\$2,700.00
112 Monthly Meetings		\$7,971.17
113 Newsletter Ads		\$100.00
Sub Total	\$0.00	\$11,271.17
CHARITY		
121 Christmas Meeting		
122 Job Walk		
Sub Total	\$0.00	\$0.00
EDUCATION		
BALANCE		\$235.00
131 Dinner Raffles		\$1,370.00
ESTIMATING ACADEMY		
161 Registration		
162 Sponsorships		
OTHER		
171 50% Golf Tournament		
Sub Total	\$0.00	\$1,605.00
GOLF TOURNAMENT		
151 Player Registration		\$10,000.00
152 Sponsorships		\$2,500.00
153 Golf Day Misc		\$1,255.00
Sub Total	\$0.00	\$13,755.00
Totals	\$0.00	\$26,631.17

ASPE MEETING WORKSHEET

2007-2008 Year	Projected	Actual
Total Expense	\$12,440.00	\$12,076.66
Total Revenue	\$14,360.00	\$13,847.00
Net Total	\$1,910.00	\$1,771.45

Income	Budget	Actual	Expense	Budget	Actual
August			August		
Job Walk	\$1,400.00	\$1,165.00	Job Walk	\$600.00	\$676.16
Sept.	\$1,750.00	\$1,560.00	Sept.	\$1,600.00	\$1,136.98
October	\$1,750.00	\$1,570.00	October	\$1,600.00	\$1,349.97
November	\$1,400.00	\$1,570.00	November	\$1,280.00	\$1,289.97
December (no meeting)	\$0.00		December (no meeting)	\$0.00	
January (Inc 7 for the year)	\$2,100.00	\$3,000.00	January	\$1,920.00	\$1,169.98
February	\$1,750.00	\$1,335.00	February	\$1,600.00	\$1,229.97
March	\$1,400.00	\$1,250.00	March	\$1,280.00	\$1,109.97
April	\$1,400.00	\$2,505.00	April	\$1,280.00	\$2,619.93
May	\$1,400.00	\$1,057.00	May	\$1,280.00	\$1,359.97
June			June		
July			July		\$129.65
Totals	\$14,360.00	\$13,847.00	Totals	\$12,440.00	\$12,076.66

2008-2009 Year	Projected	Actual
Total Expense	\$12,440.00	\$0.00
Total Revenue	\$14,360.00	\$0.00
Net Total	\$1,910.00	\$0.00

Income	Budget	Actual	Expense	Budget	Actual
August			August		
Job Walk	\$1,400.00		Job Walk	\$600.00	
Sept.	\$1,750.00		Sept.	\$1,600.00	
October	\$1,750.00		October	\$1,600.00	
November	\$1,400.00		November	\$1,280.00	
December (no meeting)	\$0.00		December (no meeting)	\$0.00	
January	\$2,100.00		January	\$1,920.00	
February	\$1,750.00		February	\$1,600.00	
March	\$1,400.00		March	\$1,280.00	
April	\$1,400.00		April	\$1,280.00	
May	\$1,400.00		May	\$1,280.00	
June			June		
July			July		
Totals	\$14,360.00	\$0.00	Totals	\$12,440.00	\$0.00

2009-2010 Year	Projected	Actual
Total Expense	\$12,440.00	\$0.00
Total Revenue	\$14,360.00	\$0.00
Net Total	\$1,910.00	\$0.00

Income	Budget	Actual	Expense	Budget	Actual
August			August		
Job Walk	\$1,400.00		Job Walk	\$600.00	
Sept.	\$1,750.00		Sept.	\$1,600.00	
October	\$1,750.00		October	\$1,600.00	
November	\$1,400.00		November	\$1,280.00	
December (no meeting)	\$0.00		December (no meeting)	\$0.00	
January	\$2,100.00		January	\$1,920.00	
February	\$1,750.00		February	\$1,600.00	
March	\$1,400.00		March	\$1,280.00	
April	\$1,400.00		April	\$1,280.00	
May	\$1,400.00		May	\$1,280.00	
June			June		
July			July		
Totals	\$14,360.00	\$0.00	Totals	\$12,440.00	\$0.00

ASPE EDUCATION FUND WORKSHEET

2006 Year	Projected	Actual
Total Expense	\$0.00	\$0.00
Total Revenue	\$225.00	\$235.00
Net Total	\$225.00	\$235.00

Income	Budget	Actual	Expense	Budget	Actual
Ed - May	\$75.00	\$90.00	Ed - May		
Ed - June	\$75.00	\$70.00	Ed - June		
Ed - July	\$75.00	\$75.00	Ed - July		
Total	\$225.00	\$235.00	Total	\$0.00	\$0.00

2006-2007 Year	Projected	Actual
Total Expense	\$500.00	\$426.93
Total Revenue	\$1,110.00	\$3,369.00
Net Total	\$610.00	\$2,942.07

Income	Budget	Actual	Expense	Budget	Actual
Balance Brought Forward	\$235.00	\$235.00	Scholarships		
Ed - August	\$75.00	\$125.00	Tool Awards	\$500.00	\$426.93
Ed - Sept.	\$75.00	\$70.00	Dinner Comps		
Ed - October	\$75.00	\$160.00			
Ed - November	\$75.00	\$45.00			
Ed - December (no meeting)					
Ed - January	\$75.00	\$390.00			
Ed - February	\$75.00	\$115.00			
Ed - March	\$75.00	\$85.00			
Ed - April	\$75.00	\$70.00			
Ed - May	\$75.00	\$90.00			
Ed - June					
Ed - July					
Special Events					
Job Site Tour	\$200.00	\$220.00			
50% Golf Proceeds		\$1,764.00			
Total	\$1,110.00	\$3,369.00	Total	\$500.00	\$426.93

ASPE EDUCATION FUND WORKSHEET

2007-2008 Year	Projected	Actual
Balance Brought Forward	\$2,500.00	\$2,942.07
Total Expense	\$2,000.00	\$2,216.47
Total Revenue	\$3,300.00	\$2,671.19
Net Total	\$3,800.00	\$3,396.79

Income	Budget	Actual	Expense	Budget	Actual
Ed - August			Scholarships	\$1,000.00	\$1,000.00
Ed - Sept.	\$75.00	\$40.00	Tool Awards	\$1,000.00	\$718.47
Ed - October	\$75.00	\$45.00	BID DAY Students		\$500.00
Ed - November	\$75.00	\$60.00			
Ed - December (no meeting)					
Ed - January	\$75.00	\$43.00			
Ed - February	\$75.00	\$38.00			
Ed - March	\$75.00	\$45.00			
Ed - April	\$75.00	\$150.00			
Ed - May	\$75.00	\$65.00			
Ed - June					
Ed - July					
Special Events	\$200.00				
Job Walk		\$65.00			
Golf					
Monte Carlo Holes		\$1,275.00			
Registration		\$855.19			
Total	\$800.00	\$2,671.19	Total	\$2,000.00	\$2,216.47

2008-2009 Year	Projected	Actual
Balance Brought Forward	\$3,396.79	\$3,396.79
Total Expense	\$2,500.00	\$23.00
Total Revenue	\$1,750.00	\$643.94
Net Total	\$2,646.79	\$4,017.73

Income	Budget	Actual	Expense	Budget	Actual
Ed - August			Scholarships	\$1,000.00	
Ed - Sept.	\$75.00	\$60.00	Tool Awards	\$1,000.00	
Ed - October	\$75.00	\$30.00	Dinner Comps	\$500.00	
Ed - November	\$75.00	\$120.00	Checks		\$23.00
Ed - December (no meeting)					
Ed - January	\$75.00	\$45.00			
Ed - February	\$75.00	\$90.00			
Ed - March	\$75.00				
Ed - April	\$75.00				
Ed - May	\$75.00				
Ed - June	\$75.00				
Ed - July	\$75.00				
Special Events	\$1,000.00	\$298.94			
Total	\$1,750.00	\$643.94	Total	\$2,500.00	\$23.00

ASPE ADVERTIZING WORKSHEET

2008-2009 YEAR

	Projected	Actual
Total Expense	\$0.00	\$0.00
Total Revenue	\$6,500.00	\$280.00
Net Total	\$6,500.00	\$280.00

Income	Budget	Actual	Expense	Budget	Actual
Business Cards			Business Cards		
Projected (10 @ \$200)	\$2,000.00				
Kelley Erosion Control		\$100.00			
Omboli Interiors		\$180.00			
Sub Total	\$2,000.00	\$280.00	Sub Total	\$0.00	\$0.00
Half Page (2 @ \$1,000)			Half Page		
Projected	\$2,000.00				
Sub Total	\$2,000.00	\$0.00	Sub Total	\$0.00	\$0.00
Full Page			Full Page		
Projected (1 @ \$2,500)	\$2,500.00				
Sub Total	\$2,500.00	\$0.00	Sub Total	\$0.00	\$0.00
Newsletter Sponsor			Sponsor		
Projected					
Sub Total	\$0.00	\$0.00	Sub Total	\$0.00	\$0.00
Totals	\$6,500.00	\$280.00	Totals	\$0.00	\$0.00

ASPE GOLF WORKSHEET

2008 Year	Projected	Actual
Total Expense	\$14,800.00	\$10,880.63
Total Revenue	\$19,500.00	\$13,866.00
Net Total	\$4,700.00	\$2,985.37

Income	Budget	Actual	Expense	Budget	Actual
Player Registration	\$15,000.00	\$9,875.00	Course Fees	\$12,500.00	\$8,905.22
Hole Sponsors	\$1,500.00	\$1,200.00	Hole-in-One International	\$200.00	\$582.00
Breakfast Sponsor	\$500.00	\$600.00	Give Aways	\$500.00	
Luncheon Sponsor	\$500.00	\$500.00	Hats		\$895.51
Hole-in-One Sponsor	\$500.00	\$291.00	Balls		\$225.28
Education		\$1,150.00	Raffle Prizes	\$1,350.00	
Mulligans	\$500.00		50 / 50 Cash Drawing	\$50.00	\$125.00
50 / 50 Cash Drawing	\$100.00	\$250.00	Nearest to the Pin	\$50.00	
Raffle Tickets	\$400.00		Long Drive	\$50.00	
Money Holes	\$500.00		Trophies	\$100.00	\$147.64
Nearest to the Pin Sponsor					
Long Drive Sponsor					
Totals	\$19,500.00	\$13,866.00	Totals	\$14,800.00	\$10,880.63

Split of Profits					
Total Income		\$13,866.00	Governors Fund	10%	\$171.04
Education		(\$1,275.00)	Convention 2012 Fund	40%	\$584.15
Expenses		(\$10,880.63)	Education Fund	50%	\$855.19
Total Profit		\$1,710.37	Total		\$1,710.37

2009 Year	Projected	Actual
Total Expense	\$14,800.00	\$0.00
Total Revenue	\$19,500.00	\$0.00
Net Total	\$4,700.00	\$0.00

Income	Budget	Actual	Expense	Budget	Actual
Player Registration	\$15,000.00		Course Fees	\$12,500.00	
Hole Sponsors	\$1,500.00		Hole-in-One International	\$200.00	
Breakfast Sponsor	\$500.00		Give Aways	\$500.00	
Luncheon Sponsor	\$500.00		50 / 50 Cash Drawing	\$50.00	
Hole-in-One Sponsor	\$500.00		Nearest to the Pin	\$50.00	
Mulligans	\$500.00		Long Drive	\$50.00	
50 / 50 Cash Drawing	\$100.00		Trophies	\$100.00	
Raffle Tickets	\$400.00		Raffle Prizes	\$1,350.00	
Money Holes	\$500.00				
Nearest to the Pin Sponsor					
Long Drive Sponsor					
Totals	\$19,500.00	\$0.00	Totals	\$14,800.00	\$0.00

Split of Profits					
Total Income			Governors Fund	10%	\$0.00
Education			Convention 2012 Fund	40%	\$0.00
Expenses			Education Fund	50%	\$0.00
Total Profit		\$0.00	Total		\$0.00

ASPE GOLF WORKSHEET

2010 Year	Projected	Actual
Total Expense	\$14,800.00	\$0.00
Total Revenue	\$19,500.00	\$0.00
Net Total	\$4,700.00	\$0.00

Income	Budget	Actual	Expense	Budget	Actual
Player Registration	\$15,000.00		Course Fees	\$12,500.00	
Hole Sponsors	\$1,500.00		Hole-in-One International	\$200.00	
Breakfast Sponsor	\$500.00		Give Aways	\$500.00	
Luncheon Sponsor	\$500.00		50 / 50 Cash Drawing	\$50.00	
Hole-in-One Sponsor	\$500.00		Nearest to the Pin	\$50.00	
Mulligans	\$500.00		Long Drive	\$50.00	
50 / 50 Cash Drawing	\$100.00		Trophies	\$100.00	
Raffle Tickets	\$400.00		Raffle Prizes	\$1,350.00	
Money Holes	\$500.00				
Nearest to the Pin Sponsor					
Long Drive Sponsor					
Totals	\$19,500.00	\$0.00	Totals	\$14,800.00	\$0.00

Split of Profits				
Total Income		Governors Fund	10%	\$0.00
Education		Convention 2012 Fund	40%	\$0.00
Expenses		Education Fund	50%	\$0.00
	Total Profit	\$0.00	Total	\$0.00

ASPE CONVENTION 2012 WORKSHEET

	Projected	Actual
Total Expense	\$0.00	\$0.00
Total Revenue	\$0.00	\$1,951.60
Net Total	\$0.00	\$1,951.60

Convention 2012

Income	Budget	Actual	Expense	Budget	Actual
Convention Fund			Hotel / Registration		
2008			Rental - Meeting Room		
Fall Regional		\$1,287.45	Rental - Audio/Visual		
Golf Tournament		\$664.15	Meeting Room (Coffee, Etc)		
2009			Continental Breakfast		
Golf Tournament			Lunch		
			Dinner		
			Evening Entertainment		
			Other		
			Sub Total	\$0.00	\$0.00
Sub Total	\$0.00	\$1,951.60	Welcome Reception		
			Rental - Meeting Room		
Convention			Appetizers		
Registration (20 x \$50)			Drinks		
Program Ad Sales			Other		
Sponsors			Sub Total	\$0.00	\$0.00
			Supplies / Services / Etc.		
			Postage & Telephone		
			Printing Program		
			Printing Signs		
			Registration & Supplies		
			Flyers		
			Sponsor recognition		
			Sub Total	\$0.00	\$0.00
Sub Total	\$0.00	\$0.00	Special Events		
Special Events			Rental - Bus		
Registration (15 x \$15)			Gratuity (15%)		
Bus Sponsor			Lunch (20 x \$15)		
Lunch Sponsor			Refreshments		
Refreshment Sponsor			Other		
Other			Sub Total	\$0.00	\$0.00
Sub Total	\$0.00	\$0.00	ASPE National		
			Donation		
			Other		
			Sub Total	\$0.00	\$0.00
Totals	\$0.00	\$1,951.60	Totals	\$0.00	\$0.00

Detailed Breakdown

Friday			Saturday		
Welcome Reception			Breakfast		
Hors'd Oeuvres			Roast's Special (30 x \$10.5)		
Seasonal Fruit (Small)			Taxes		
Crudités & Dip (Small)			Service Charge (17%)		
Cheeses (Small)			Sub Total	\$0.00	
Drinks			Lunch		
Taxes			European Platter (30 x \$17.50)		
Service Charge (17%)			Taxes		
Sub Total	\$0.00		Service Charge (17%)		
Dinner			Sub Total	\$0.00	
Dinner (25 x \$15.00) @ 6:00			Morning Break		
Cantina Los Tres Hornos 356-6282			Coffee (1 Gal x \$31)		
Margaritas (15 x \$11.00 - 3 per carafe)			Assorted Teas (5 @ \$2.50)		
			Water (10 x \$2.50)		
Gratuity @ 15%			Afternoon Break		
Taxes			Water (20 x \$2.50)		
Sub Total	\$0.00		Assorted Soda (20 x \$2.50)		
Sponsors			Assorted Cookies (4 Doz x \$15)		
			Taxes		
			Service Charge (17%)		
			Sub Total	\$0.00	
			Audio/Visual		
			LCD Package		
			Tripod Screen		
			A/V Cart		
			Power Strip		
			VGA Cable/Power		
			Sub Total	\$0.00	
Sub Total	\$0.00	\$0.00			

ASPE 2007 FALL REGIONAL WORKSHEET

	Projected	Actual
Total Expense	\$4,099.60	\$3,417.55
Total Revenue	\$1,350.00	\$4,685.00
Net Total	(\$2,749.60)	\$1,267.45

Fall Regional 2007

Income	Budget	Actual	Expense	Budget	Actual
Convention			Hotel / Registration		\$1,736.28
Registration (20 x \$50)	\$1,000.00	\$875.00	Rental - Meeting Room		
Program Ad Sales	\$125.00		Rental - Audio/Visual	\$125.00	
Sponsors		\$3,600.00	Meeting Room (Coffee, Etc)	\$300.00	Inc
Clark & Sullivan			Continental Breakfast	\$400.00	Inc
Olcose Construction			Lunch	\$700.00	Inc
IES			Dinner	\$700.00	\$407.76
Mid-Valley Door			Evening Entertainment		
Richard Joseph Co.			Other		
United Construction			Sub Total	\$2,225.00	\$2,144.04
Brownies			Welcome Reception		
Carls Imaging Works			Rental - Meeting Room		
Q&D Construction			Appetizers	\$450.00	Inc
Sub Total	\$1,125.00	\$4,475.00	Drinks		
Special Events			Other		
Registration (15 x \$15)	\$225.00	\$210.00	Sub Total	\$450.00	\$0.00
Bus Sponsor			Supplies / Services / Etc.		
Lunch Sponsor			Postage & Telephone	\$25.00	
Refreshment Sponsor			Printing Program	\$10.00	\$0.00
Other			Printing Signs	\$10.00	\$0.00
Sub Total	\$225.00	\$210.00	Registration & Supplies	\$25.00	\$38.50
			Flyers	\$100.00	\$100.00
			Sponsor recognition	\$325.00	\$334.88
			Sub Total	\$495.00	\$471.38
			Special Events		
			Rental - Bus	\$504.00	\$477.00
			Gratuity (15%)	\$75.80	\$80.00
			Lunch (20 x \$15)	\$300.00	\$245.13
			Refreshments	\$50.00	
			Other		
			Sub Total	\$929.60	\$802.13
			ASPE National		
			Donation		
			Other		
			Sub Total	\$0.00	\$0.00
Totals	\$1,350.00	\$4,685.00	Totals	\$4,099.60	\$3,417.55

ASPE 2007 FALL REGIONAL WORKSHEET

Detailed Breakdown

Friday

Welcome Reception

Hors'd Oeuvres
 Seasonal Fruit (Small)
 Crudites & Dip (Small)
 Cheeses (Small)
 Drinks
 Taxes
 Service Charge (17%)
 Sub Total

	\$85.00
	\$80.00
	\$150.00
	\$400.00
	\$52.55
	\$130.48
	\$898.04

Dinner

Dinner (25 x \$15.00) @ 6:00
 Cantina Los Tres Hombres 356-6262
 Margaritas (15 x \$11.00 - 3 per carafe)

	\$375.00
	\$185.00
	\$81.00
	\$45.64
	\$686.64

Gratuity @ 15%
 Taxes
 Sub Total

Sponsors

Clark & Sullivan
 Olcese Construction
 IES
 Mid-Valley Door
 Richard Joseph Co.
 United Construction
 Brownies
 Carls Imaging Works
 Q&D Construction
 Sub Total

	\$400.00
	\$500.00
	\$500.00
	\$500.00
	\$500.00
	\$1,000.00
	\$200.00
\$0.00	\$3,600.00

Saturday

Breakfast

Rosie's Special (30 x \$10.5)
 Taxes
 Service Charge (17%)
 Sub Total

	\$315.00
	\$23.15
	\$57.49
	\$395.64

Lunch

European Platter (30 x \$17.50)
 Taxes
 Service Charge (17%)
 Sub Total

	\$525.00
	\$33.48
	\$94.94
	\$653.42

Morning Break

Coffee (1 Gal x \$31)
 Assorted Teas (5 @ \$2.50)
 Water (10 x \$2.50)

	\$31.00
	\$12.50
	\$25.00

Afternoon Break

Water (20 x \$2.50)
 Assorted Soda (20 x \$2.50)
 Assorted Cookies (4 Doz x \$15)
 Taxes
 Service Charge (17%)
 Sub Total

	\$50.00
	\$50.00
	\$60.00
	\$16.79
	\$41.70
	\$286.99

Audio/Visual

LCD Package
 Tripod Screen
 A/V Cart
 Power Strip
 VGA Cable/Power
 Sub Total

	\$125.00
	\$125.00

SOCIETY BYLAWS

(July, 2009 Revised)

The name of this organization shall be the AMERICAN SOCIETY OF PROFESSIONAL ESTIMATORS consisting of the membership as defined in Article III of these Bylaws, herein after referred to as the Society, and is a non-profit educational Society organized under the laws of the state of California.

ARTICLE II -- OBJECT

The object of this Society shall be:

To further the recognition of construction estimating as a professional field of endeavor;

To promote education and contribute to the betterment of the construction industry;

To observe and promote ethical standards of conduct;

To establish and publish standard construction estimating practices;

To administer a certification program by which professionalism in construction estimating and adherence to these standards is recognized.

ARTICLE III -- MEMBERS

The Society shall consist of individual memberships and shall be open to persons regardless of national origin, race, creed, sex, or age.

SECTION 1 CLASSIFICATION

The Society shall establish the following membership classifications and members shall have all the rights and privileges of the Society except as otherwise specified in these bylaws.

- A. **Estimator** - shall have at least five (5) years experience as an Estimator in one or more of the construction estimating disciplines. An Estimator member shall have the designation E.
- B. **Constructor** - shall be an active construction professional experienced in one or more of the construction disciplines with at least five (5) years experience. A Constructor member shall have the designation C.
- C. **Associate Member** - shall be a member with less than five (5) years experience as an Estimator or active construction professional in one or more of the construction estimating disciplines. An Associate Member shall have the designation ASM. When the required five (5) years experience has accumulated the Associate Member shall be eligible for the classification of either Estimator or Constructor.
- D. **Affiliate Member** - shall be employed in a construction related field and shall have all the rights and privileges of the Society except they shall not hold national office or vote except at the Chapter level or as a Registered Chapter Delegate. An Affiliate Member shall have the designation AF.
- E. **Student** - shall be a full-time student actively pursuing a curriculum leading to a degree or certificate in a construction related field. A student member shall not hold office or vote in the Society but may in a Student Chapter if there is one, and pay dues as provided for in Article III. Section 6.A.1. A student member shall have the designation S.

SECTION 2 CLASSIFICATIONS ASSIGNED BY THE NATIONAL BOARD OF TRUSTEES

- A. **Fellow Member** - shall be elected to Fellowship by the Fellowship Committee with the approval of the Board of Trustees. A Fellow Member shall be a Certified Professional Estimator and shall have been a member of the Society for a period of at least ten (10) years at the time of nomination. The Fellow Member shall be recognized for making an exceptional contribution to the Society and the art of estimating. Fellow Members shall not be required to pay dues and shall have the designation FCPE.

- B. **Member Emeritus.** Shall have been a member of the Society for at least ten (10) years and working less than full time in the construction industry and shall have reached the age of sixty (60) years. The Member Emeritus classification shall be recommended by the member's Chapter or the Board of Trustees, and be approved by the Board of Trustees. A Member Emeritus shall have the designation of ME.
- C. **Honorary Member** - shall be from outside the defined membership classifications and shall have performed distinguished service in activities related to the profession of construction estimating. An Honorary Member shall be recommended by a Chapter or the Board of Trustees, and be approved by the Board of Trustees. The Honorary Member shall not be required to pay dues and shall not be eligible to hold office or vote. An Honorary Member shall have the designation HM.

SECTION 3 CLASSIFICATION ASSIGNED BY THE CERTIFICATION TECHNICAL COMMITTEE

A Certified Professional Estimator shall be qualified to practice in one or more of the construction disciplines and has met the certification requirements of the Society. A Certified Professional Estimator shall have the designation CPE.

SECTION 4 APPLICATION FOR MEMBERSHIP

Application for membership shall be submitted to the Society Business Office and the effective date of the membership shall be the date of receipt in the Society Business Office. Classification of membership shall be entered by the Society Business Office where the member is geographically located, or as assigned by the Board of Trustees, and the classification designation is correct with Article III. Section 1.

SECTION 5 TRANSFER OF MEMBERSHIP

Membership may be transferred from one Chapter to another, from member-at-large to a Chapter, from Chapter to member-at-large, or by approval of the Board of Trustees as provided for in Article IX. Section 2.B. 9. Notification shall be sent to the Society Business Office, and to the Governor if transferring to a different region. A member may belong to one or more Chapters but shall be listed in only one for national representation.

SECTION 6 DUES

- A. **Changes in Annual Dues** - changes shall require a two-thirds (2/3) vote of the members present and voting at the annual convention and shall become effective the next fiscal year.
- B. **Special Classification dues shall be as follows:**
 - 1) Student dues shall be five per cent (5%) of the annual dues of the Estimator classification.
 - 2) Member Emeritus dues shall be ten percent (10%) of the annual dues of the Estimator classification.
- C. **Special Assessments** - a special assessment may be levied based on the following requirements:
 - 1) The assessment shall not exceed fifty percent (50%) of the annual dues in force at the time.
 - 2) The assessment shall be effective on August 1 for a period of one year.
 - 3) The assessment shall have the approval of two-thirds (2/3) of the total membership of the Board of Trustees.
 - 4) The membership shall be notified of the special assessment within fifteen (15) days of approval.
- D. **Payment of Annual Dues**

Payment shall be sent to the Society Business Office, payable in United States funds. Due dates for annual dues are as follows:

 - 1) Members who joined the Society prior to June 1, 2008, the due date is August 1.
 - 2) Members joining the Society after June 1, 2008, the due date is the anniversary month of their membership.
- E. **Nonpayment of Dues** - a member whose annual dues are not paid within thirty (30) days of the due date shall be dropped from membership.

SECTION 1 CHAPTER ESTABLISHMENT

The Board of Trustees may charter Chapters consisting of individual members as classified herein after approval of its Petition for Charter.

SECTION 2 CHAPTER MEMBERSHIP

The minimum membership to charter a Chapter shall be twenty (20) members.

SECTION 3 PETITION FOR CHARTER

Upon approval of the Petition for Charter and before presentation, the Chapter shall subscribe to the provisions in these bylaws. A new Chapter shall adopt the Standard Chapter Bylaws provided by the Society, submit their own bylaws, or modifications to the Standard Chapter Bylaws. New bylaws or modified Standard Chapter Bylaws, and future amendments, shall be approved by the national bylaws committee. A copy of new Chapter bylaws or modified Standard Chapter Bylaws and future amendments shall be on file in the Society Business Office.

SECTION 4 CHAPTER CHARTER REVOCATION

The charter of a Chapter may be revoked by the Board of Trustees, after written notice delivered by carrier with return receipt required, for the following reasons:

- A. Financial obligations to the Society are not paid within sixty (60) days after written notice of delinquency;
- B. A Chapter's actions are inconsistent with these bylaws, or the welfare or purposes of the Society;
- C. A Chapter's membership has fallen below twelve (12) members, and the Chapter has either failed to submit a plan to increase its membership to its Regional Governor, or has failed to achieve within a period of six months, the growth in membership set forth in a plan approved by the Regional Governor.

SECTION 5 APPEAL

A Chapter may appeal their charter revocation at a hearing before the Board of Trustees at its next regular meeting by presenting new or previously undisclosed facts that should be considered before the revocation becomes final.

ARTICLE V - REGIONS**SECTION 1 REGIONS**

The Society shall be divided into Regions for the purpose of promoting Society programs and goals. Regions may be created when recommended by the Board of Trustees and a two-thirds (2/3) vote of the registered delegates at an annual convention. Boundaries may be changed by a two-thirds (2/3) vote of the Board of Trustees.

SECTION 2 REGIONAL MEETINGS

Each Region shall hold one (1) or more regional meetings per fiscal year for the purpose of conducting official Society business pertaining to the Region. Chapter members and members-at-large of the Region shall be eligible to vote.

SECTION 3 REGIONAL GOVERNOR

- A. Each Region shall elect a Governor from the membership of the Region as prescribed by these bylaws.
- B. Each Governor shall be a member of and represent their respective Region on the Board of Trustees.
- C. Duties of a Governor shall be to:
 - 1) act as liaison between the Chapters in the Region and the Society;
 - 2) act as liaison between the members-at-large and the Society;
 - 3) preside at all Regional meetings;
 - 4) take such other action to further the goals of the Society within the Region.

- D. Governors shall serve a term of two (2) years or until their successors are elected. Approximately one-half of the Governors shall be elected in the even-numbered years and the remaining Governors in the odd-numbered years. Terms shall begin August 1 following their election. No Governor shall serve more than two consecutive terms.
- E. A vacancy in the office of Governor shall be filled by a majority vote of the Regional members; an interim appointment, not to exceed sixty (60) days, may be made by the President.

SECTION 4 MEMBER-AT-LARGE

A member-at-large is a member who is not a member of a Chapter because of geographical location of more than fifty (50) miles from a Chapter; or, as otherwise assigned with the option and approval of the Board of Trustees.

ARTICLE VI - OFFICERS

SECTION 1 ELECTED OFFICERS

The elected officers of the Society shall be President, First Vice President, Second Vice President, Third Vice President and Regional Governors.

SECTION 2 DUTIES OF OFFICERS

The elected officers shall perform the duties provided in this Section and such other duties as are prescribed for the office in these bylaws or in the adopted parliamentary authority.

- A. The President shall:
 - 1) call and preside at meetings of the Board of Trustees and annual convention;
 - 2) appoint the Director of Administration, or an agent, to record minutes of meetings of the Board of Trustees and annual convention;
 - 3) appoint the Treasurer who shall be a member of the Society and the Secretary who shall be a member of the Society or the staff;
 - 4) appoint committee chairmen except for finance and nominating committees;
 - 5) utilize such professional services, within budget limitations, as the President deems appropriate for the proper functioning of the Society and achievement of its goals;
 - 6) appoint the Chief Teller and two (2) assistant tellers;
 - 7) serve on the finance committee;
 - 8) may vote only when the vote would affect the results;
 - 9) appoint an officer or an agent to record minutes in an executive session;
 - 10) be responsible for sealing and signing across the seal the executive session minutes prior to transferring to a locked file in the Society Business Office;
 - 11) be an ex-officio member of all committees except the nominating committee;
 - 12) perform such other duties as requested by the Board of Trustees.
- B. The First Vice President shall:
 - 1) become acquainted with the duties of the President;
 - 2) serve on the finance committee;
 - 3) assume the duties of the President when that officer is unable or unwilling to act.
- C. The Second and Third Vice Presidents shall:
 - 1) act as aides to the President, and, in order of precedence, assume the duties of the next highest office when a vacancy occurs;
 - 2) serve on the finance committee;
 - 3) chair or oversee a committee assigned by the President.

SECTION 3 TERM OF OFFICE

- A. The term of office for the President and Vice Presidents shall be one (1) year beginning August 1 following their election or until their successors are elected.
- B. The President and Vice Presidents shall not serve in the same office for more than two (2) consecutive terms.

- C. Governors shall serve terms outlined in Article V. Section 3. D.
- D. No member shall hold Society and Chapter office at the same time, except serving on a Chapter's Board of Directors.

SECTION 4 VACANCIES

- A. A vacancy in the office of President shall be filled by the First Vice President. Remaining Vice Presidents shall ascend to the next highest position in order of precedence.
- B. The President shall appoint, with a majority vote of the remaining officers, an interim Vice President(s) to fill the remaining unexpired term(s). Governor vacancies shall be filled in accordance with Article V. Section 3. E.
- C. Members of the Board of Trustees serving one-half term or more shall be considered having served a full term.

ARTICLE VII - APPOINTED OFFICERS

The appointed positions shall be those of Treasurer and Secretary.

SECTION 1 DUTIES OF APPOINTED OFFICERS

- A. The Treasurer shall:
 - 1) serve as chairman of the finance committee;
 - 2) together with the finance committee prepare and present a budget to the Board of Trustees for adoption;
 - 3) supervise the Society's accounting and financial records, and present financial statements as required or requested;
 - 4) submit accounting and financial records for certified audit within sixty (60) days after the close of the fiscal year;
 - 5) oversee the receipt and disbursement of funds of the Society in accordance with the adopted budget;
 - 6) conduct other duties as directed by the Board of Trustees;
 - 7) be bondable.
- B. The Secretary shall:
 - 1) record the minutes of meetings of the Board of Trustees and the annual convention when appointed by the President;
 - 2) send notices of meetings and Chapter revocations as directed by the Board of Trustees;
 - 3) utilize electronic means for recording, transmitting and storing of minutes and notices;
 - 4) maintain a legal copy of all minutes off-site from the Society's Business Office;
 - 5) conduct other duties as directed by the Board of Trustees and that generally apply to the office of Secretary.

SECTION 2 TERMS OF TREASURER AND SECRETARY

The appointment of the Treasurer and Secretary shall be for one (1) year beginning August 1 and continue until their successors are appointed.

ARTICLE VIII - NOMINATION AND ELECTION**SECTION 1 NOMINATIONS**

Members may nominate a candidate or candidates for the office of President, First Vice President, Second Vice President, Third Vice President and Regional Governors in the Society. Nominations shall be on the prescribed form available from the Society Business Office, and submitted to the Society Business Office no later than February 1.

SECTION 2 QUALIFICATIONS

A member nominated shall indicate a willingness to serve in the office for which nominated. A nominee for President shall have served on the Board of Trustees, and other nominees shall have served as a Chapter officer or Society committee chairman.

SECTION 3 NOMINATING COMMITTEE

- A. The nominating committee shall consist of one member from each Region appointed by the Regional Governor prior to February 1.
- B. Nominees' qualifications shall be confirmed by the Society Business Office by March 1.
- C. If no qualified nominee has been received for an office, the nominating committee shall select up to three qualified nominees for an office providing the nominees indicate a willingness to serve if elected.
- D. The nominating committee shall follow the policy and procedure manual approved by the Board of Trustees.

SECTION 4 SECRET BALLOT

- A. Secret ballots shall be sent by mail, or electronically as specified in the adopted parliamentary authority, by the Society Business Office to all members entitled to vote no later than March 15. Ballots shall be returned to the Chief Teller no later than April 15. Ballots for Regional Governors shall be sent to members in each specific Region and the secret ballot shall include space for write-in candidates.
- B. Nominees from the membership and those selected by the nominating committee shall be listed alphabetically on the ballot with incumbents noted. Chapter affiliation shall be listed together with statements on service, qualifications and positions.
- C. The secret ballot shall include space for write-in candidates.

SECTION 5 TELLERS COMMITTEE

- A. The tellers committee shall be members composed of a Chief Teller and two (2) assistant tellers appointed by the President with approval of the Board of Trustees.
- B. The Chief Teller shall be furnished a current list of eligible voters by the Society Business Office.
- C. The Chief Teller shall hold unopened ballots until a meeting of the tellers committee.
- D. The tellers committee shall follow the procedures established for the committee and, where silent, those in the adopted parliamentary authority.
- E. The quorum for the tellers committee is a majority of the members.

SECTION 6 ELECTION

- A. Officers and Governors shall be elected by a majority vote, except, if there are three or more candidates for any office, the election shall be by plurality vote.
- B. If there is a tie in the election for an officer, the elected officer shall be determined by a majority vote by secret ballot of the delegates registered and eligible to vote at the annual convention.
- C. If there is a tie in the election for Governor, the office of Governor shall be determined by a majority vote by secret ballot of the delegates from a Governor's respective Region that are registered and eligible to vote at the annual convention.

SECTION 7 NOTIFICATION OF ELECTION

Election results shall be distributed by the Society Business Office no later than May 1.

SECTION 1 COMPOSITION

The Board of Trustees shall be composed of the President, Vice Presidents and Regional Governors. The Immediate Past President shall be an ex-officio voting member, and the Treasurer shall be a member without vote.

SECTION 2 POWER AND AUTHORITY

The Board of Trustees shall have full power and authority over the affairs of the Society except as otherwise provided in these bylaws.

SECTION 3 DUTIES

- A. The elected officers shall perform the duties provided in Section 3 and such other duties as prescribed for the office in these bylaws or in the adopted parliamentary authority.
- B. The Board of Trustees shall:
 - 1) approve appointments of the President;
 - 2) adopt the annual budget;
 - 3) appropriate funds necessary to meet the expenses of the Society;
 - 4) designate depository institutions for deposit of funds;
 - 5) authorize waiver or payment of bonds required of a member holding Society funds or property;
 - 6) report to the delegates at the annual convention business transacted during the year;
 - 7) investigate grievances and complaints of irregularities submitted, and serve as a body to which Chapters and/or members may appeal;
 - 8) appoint an officer or agent to record minutes of an executive session;
 - 9) may approve a member's transfer when requested from Chapter to member-at-large, or from a member-at-large to a Chapter;
 - 10) change boundaries of Regions as outlined in Article V. Section 1;
 - 11) Recommend to the Annual Convention changes in the number of regions;
 - 12) take other actions as is necessary for the proper functioning of the Society that are consistent with these bylaws.

SECTION 4 MEETINGS

- A. **Regular** - the date and location of regular meetings of the Board of Trustees shall be scheduled by the Board of Trustees.
- B. **Executive Session** - executive session of the Board of Trustees may be called by the President or another Trustee to conduct certain business where only members of the Board of Trustees are present and others specifically invited.
- C. **Special** - special meetings may be called by the President or by a majority of the Board of Trustees.
- D. **Observers** - except for meetings held in executive session, members of the Society may attend meetings of the Board of Trustees as observers,
- E. **Quorum** - a majority of the voting members of the Board of Trustees shall constitute a quorum.
- F. **Other Meetings** - in addition to in-person meetings, the Board of Trustees may hold meetings as set forth in Article XIV.

ARTICLE X -- ANNUAL CONVENTION OF DELEGATES**SECTION 1 DATE AND LOCATION**

The Annual Convention of Delegates of the Society shall be held during one of the last two months of the fiscal year, the date and location selected by the Board of Trustees. Notice of the date, time and place shall be sent to the membership no less than sixty (60) days prior to the start of the convention.

SECTION 2 VOTING

- A. Registered Chapter delegates, members of the Board of Trustees, except the Treasurer, and members-at-large in attendance shall be eligible to vote at the annual convention. No member may vote in more than one capacity.
- B. A Registered Delegate shall be a member in good standing of the Society and the Chapter in which the Chapter's votes are carried.
- C. The voting power of each Chapter shall be determined by the membership of the Chapter as of June 1. Chapter delegates are entitled to vote the total number of votes assigned to the Chapter.
- D. Chapters chartered after June 1 prior to the annual convention shall be afforded voting privileges based on the Chapter membership at the time of chartering.

SECTION 3 WAIVER OF NOTICE

Attendance at the annual convention shall waive the requirement of a notice.

SECTION 4 QUORUM

A quorum for the annual convention shall be a majority of those registered and eligible to vote.

SECTION 5 POSTPONEMENT OF A CONVENTION

In the event of an emergency, the Board of Trustees by a two thirds (2/3) vote may postpone or cancel an annual convention. Members shall be notified of the postponement or cancellation in a manner determined by the Board of Trustees to be fair and reasonable under the circumstances.

ARTICLE XI -- TECHNICAL COMMITTEES

SECTION 1 The technical committees of the Society shall be Certification, Standards and Education.

- A. **Composition** - technical committees shall consist of one (1) member from each Region appointed by the Regional Governor.
- B. **Terms** - members shall serve a term of two (2) years beginning in the second year of the Governor's term. Members may serve no more than three (3) consecutive terms unless extended by the Board of Trustees.
- C. **Chairmen** - chairmen shall be elected from among its members by each committee with the approval of the Board of Trustees.
- D. **Policy and Procedure Manual** - each committee shall operate under the policy and procedure manual approved by the Board of Trustees.

SECTION 2 DUTIES OF TECHNICAL COMMITTEES

- A. **Certification Committee** - the Certification Committee shall be responsible for:
 - 1) the development and administration of the Certification Program of the Society;
 - 2) assign the classification of Certified Professional Estimator under the qualifications outlined in Article III. Section 3;
 - 3) may assign the classification of Certified Professional Estimator to a non-member if qualified to practice as an Estimator in one or more of the construction disciplines, and meets the certification requirements of the Society. A non-member CPE shall not pay membership dues, hold office or vote, but shall pay fees required for the certification of a non-member.
- B. **Standards Committee** - the Standards Committee shall be responsible for the development and administration of the Society's *Standard Estimating Practice* publication.
- C. **Education Committee** - the Education Committee shall be responsible for the continued development and administration of educational aspects for the Society.

ARTICLE XII -- COMMITTEES

SECTION 1 **STANDING COMMITTEES**

The Standing Committees of the Society shall be Awards, Bylaws, Finance, Industry Awareness, Investigative, Strategic Planning, Membership, Nominating and Chapter Development. Except for the Investigative Committee, the chairmen shall be appointed by the President with the approval of the Board of Trustees. Committees shall operate under the policy and procedure manual approved by the Board of Trustees.

SECTION 2 **COMPOSITION OF STANDING COMMITTEES**

- A. The Finance committee shall be composed of the Treasurer as chairman, the President, First Vice President, Second Vice President and Third Vice President.
- B. The Nominating committee shall be composed of one member from each Region appointed by the Regional Governor.
- C. The Bylaws committee shall be composed of one member from each Region appointed by the Regional Governor.
- D. Other committees, except the investigative committee (Article , shall have no less than two (2) additional members appointed by the committee chairman.

SECTION 3 **QUORUM**

The quorum for standing committees to take action shall be a majority of the members.

SECTION 4 **DUTIES OF STANDING COMMITTEES**

- A. **Awards** - the awards committee shall develop and solicit nominations for awards given by the Society, and recommend recipients to the Board of Trustees for approval.
- B. **Bylaws** - the bylaws committee shall:
 - 1) receive and present proposed amendments to the Society bylaws as provided for in Article XIX. Section 2;
 - 2) review and approve new bylaws or modified Standard Chapter Bylaws as submitted by Chapters;
 - 3) be responsible for verifying that all new or modified Chapter bylaws are on file in the Society Business Office.
- C. **Finance** - the finance committee shall:
 - 1) prepare the annual budget and present to the Board of Trustees for adoption;
 - 2) review and monitor the budget on a regular basis.
- D. **Industry Awareness** - the industry awareness committee shall:
 - 1) research information and publicize those activities which may impact the construction estimator;
 - 2) issue position papers on items of interest to the Society.
- E. **Investigative Committee** - the investigative committee shall carry out the duties outlined in Article XIII. Section 3.
- F. **Strategic Planning** - the strategic planning committee shall be responsible for exploring and considering plans for future growth and member services of the Society.
- G. **Membership** - the membership committee shall be responsible for initiating means of expanding and serving the Society's membership.

- H. **Nominating** - the nominating committee shall be responsible for submitting nominees for Society officers in accordance with Article VIII. Section 3.
- I. **Chapter Development** - the chapter development committee shall be responsible for the development and organization of new Chapters, nurturing the further development of existing Chapters and assist in rebuilding faltering Chapters.

SECTION 5 SPECIAL COMMITTEES

The President may authorize, with the approval of the Board of Trustees, the creation of special committees as deemed appropriate for conducting the affairs of the Society.

ARTICLE XIII -- PROFESSIONAL DISCIPLINE

SECTION 1 CENSURE, SUSPENSION OR EXPULSION

A member may be censured based on the following reasons:

- A. Disregard for the purpose of the Society;
- B. Violation of the Code of Ethics of the Society;
- C. Violation of the Bylaws of the Society;
- D. Conduct prejudicial to the welfare or purposes of the Society.

SECTION 2 COMPLAINT

A signed hard copy of a complaint about a member shall be sent to the Board of Trustees. After review, the Board of Trustees may pursue a resolution of the complaint or forward the complaint to the investigative committee.

SECTION 3 INVESTIGATIVE COMMITTEE

- A. **Composition** - an investigative committee shall be composed of one (1) Certified Professional Estimators from each Region. Committee members shall not be members of the Board of Trustees.
- B. **Appointment** - regional governors shall recommend a member from each Region to serve on the investigative committee. The President shall accept or reject the recommendations and tender appointments to the Board of Trustees for approval. The first year, the Board of Trustees shall decide the initial length of term to be served by committee members (one, two, three, four or five). Thereafter, one new committee member, recommended by the Governor of the Region where the vacancy exists, shall be appointed by the incoming President and approved by the Board of Trustees. The committee shall elect a chairman from among its members.
- C. **Term** - members of the committee shall serve staggered five (5) year terms and no member may serve more than two (2) consecutive terms.
- D. **Vacancy** - vacancies due to resignation, relocation outside the Region, ineligibility or incapacity shall be filled by a recommendation from the President for the unexpired term and approved by the Board of Trustees. Should an investigation be in progress at the time of an unexpired term of a member, the committee may elect to retain the services of that member as an advisor until the final resolution of the investigation.
- E. **Recusal** - in the event of recusals for a specific complaint that affects the quorum, the President, with the approval of the Board of Trustees, shall temporarily supplement the committee who shall serve for that complaint only. When the complaint has been finalized the regular member shall resume the seat originally held on the committee.

- F. **Processing Complaints** - the committee shall process complaints as outlined in *Special Rules for Disposition of Complaints* approved by the Board of Trustees and, where silent, the adopted parliamentary authority.
- G. **Accountability** - the committee shall report to the Board of Trustees only.

SECTION 4 DECISION

Upon receipt of the investigative committee report, and by a two-thirds (2/3) vote of the total membership of the Board of Trustees, a member shall be notified of the decision of the Board of Trustees by hard copy with delivery verification required.

SECTION 5 RECONSIDERATION

A member censured, suspended or expelled from the Society may, within thirty (30) days, request reconsideration by the Board of Trustees. After receipt of the Board of Trustees' decision on reconsideration, the member may, within thirty (30) days, request a hearing before the Board of Trustees at its next regular meeting.

ARTICLE XIV -- WRITTEN COMMUNICATION AND ELECTRONIC MEETINGS

SECTION 1 WRITTEN COMMUNICATION

Written communication shall include any of the following:

- A. United States Postal Service and express delivery service
- B. Electronic communication
- C. Facsimile transmission
- D. Telegram
- E. Telephone conference
- F. Other methods of communication that can be verified.

SECTION 2 ELECTRONIC MEETINGS

The Board of Trustees, special and standing committees are authorized to meet by electronic means so long as all members may simultaneously hear each other and participate during the meeting. Minutes shall record the action taken during electronic meetings and, after approval, placed in the permanent file of minutes in the Society Business Office and off-site.

ARTICLE XV -- ADMINISTRATIVE OPERATIONS

SECTION 1 EXECUTIVE DIRECTOR

- A. The promotional and management affairs of the Society shall be under the supervision of the Executive Director, an employee of the Society.
- B. The Executive Director shall be employed by the President with the approval of the Board of Trustees. Employment shall continue until termination either by the Executive Director or the Board of Trustees.
- C. Termination of the Executive Director shall be by a majority vote with notice or a two-thirds (2/3) vote without notice of the total members of the Board of Trustees.

SECTION 2 DUTIES OF THE EXECUTIVE DIRECTOR

The duties of the Executive Director shall be to:

- A. Provide leadership and direction to the activities of the Society;

- B. Provide effective fiscal management of the Executive Director's activities;
- C. Promote the Society;
- D. In conjunction with the Education board, work to develop, implement and maintain a Society-wide education program;
- E. Develop, implement and maintain programs that will provide sources of funds for the Society;
- F. Develop, implement and maintain a Society-wide leadership training program;
- G. Coordinate/interface daily operations with the Society Business Office through the Director of Administration;
- H. Coordinate/interface with the Board of Trustees through the President;
- I. Present an annual report at the annual convention.
- J. Conduct written communication and meetings as outlined in Article XIV;
- K. Be bondable.
- L. Perform other duties as directed by the President or Board of Trustees.

SECTION 3 DIRECTOR OF ADMINISTRATION

- A. The business affairs of the Society Business Office shall be under the supervision of the Director of Administration, an employee of the Society.
- B. The Director of Administration shall be employed by the President with the approval of the Board of Trustees.
- C. Employment of the Director of Administration shall continue until termination either by the Director of Administration or Board of Trustees.
- D. Termination of the Director of Administration shall be by a majority vote with notice or two-thirds (2/3) vote without notice of the total members of the Board of Trustees.

SECTION 4 DUTIES OF THE DIRECTOR OF ADMINISTRATION

The duties of the Director of Administration shall:

- A. Serve as the Society's Corporate Secretary;
- B. Provide information for and assist in the distribution of Society publications;
- C. Maintain records of the affairs of the Society including a current roster of the membership;
- D. Submit progress reports to the President upon request;
- E. Account for all funds expended in the performance of assigned duties and operations of the Society Business Office;
- F. Present an annual report at the annual convention;
- G. Be bondable;
- H. Coordinate/interface with the daily operations of the Executive Director;

- I. Coordinate/interface with the Board of Trustees through the President;
- J. Distribute to Chapter presidents and, on the website to members, the action report of the Board of Trustees' meetings within six (6) weeks of the meetings;
- K. Conduct written communication as outlined in Article XIV;
- L. To serve as an agent, when appointed by the President, to record and prepare minutes of meetings;
- M. Perform such other duties as assigned by the President or Board of Trustees.

ARTICLE XVI -- FISCAL YEAR

The fiscal year of the Society shall be August 1 through July 31.

ARTICLE XVII -- INDEMNIFICATION

Should any person be sued, either alone or with others, because he or she was a Trustee, Officer, Governor, Treasurer, Secretary, Board or Committee Member or Employee of the Society, in any proceeding arising out of any alleged wrongful affirmative act or out of any wrongful act against the Society or by the Society, indemnity for his or her reasonable expenses, including attorney's fees incurred in the defense of the proceedings, may be reimbursed by the Society if the party sued is successful in defending in whole or in part or the proceeding against such party is settled and the Society finds that the defendant's conduct fairly and equitably merits such indemnity. The amount of such indemnity shall be limited to the expenses, including attorney's fees, incurred in defense of the proceedings and other such amounts as the Society determines and finds to be reasonable and equitable or the amount of the insurance coverage carried by the Society to cover such potential liability, whichever is lower.

ARTICLE XVIII -- PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the Society in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the Society may adopt, and any statutes applicable to this Society that do not authorize the provisions of these bylaws to take precedence. The parliamentary authority of the Society shall be adopted by each Chapter and Region.

ARTICLE XIX -- AMENDMENT OF ARTICLES OF INCORPORATION AND BYLAWS

SECTION 1 ARTICLES OF INCORPORATION

- A. **Correlation with Articles of Incorporation** - Article I and Article II of these bylaws shall be identical to the corresponding articles of the Articles of Incorporation.
- B. **Convention Action** - the Articles of Incorporation may be amended at any annual convention subject to approval by the State of California and the Internal Revenue Service.
- C. **Amendment Notice** - notice to the membership, through Chapters, of amendment(s) to the Articles of Incorporation shall be distributed on or before May 15 prior to the annual convention where it will be considered.
- D. **Vote Required** - the adoption of amendment(s) or a revision shall require a two-thirds (2/3) vote of delegates registered and eligible to vote.

- A. Amendments may be submitted by the Board of Trustees, technical and standing committees, Regions, Chapters and members.
- B. Proposed amendments shall be submitted to the bylaws committee prior to December 15.
- C. The bylaws committee shall review the proposed amendments and submit for review to the Board of Trustees prior to March 1.
- D. Proposed amendments shall be distributed to each Chapter for members' review no later than May 15 prior to that year's annual convention.
- E. Proposed amendments require a two-thirds (2/3) vote for adoption of delegates registered and eligible to vote at the annual convention.
- F. Adopted amendments shall be effective immediately unless a proviso is adopted for a specific date.

**STANDING RULES
of the
AMERICAN SOCIETY OF PROFESSIONAL ESTIMATORS**

- 1. Convention rules of procedure shall be developed by the President, reviewed by the Board of Trustees, and adopted by the delegates present and eligible to vote at the annual convention.
- 2. The copyrighted official Society emblem, a modern "E," and Society name, or derivative thereof, may be only used by Society members. Total visual presentation shall not detract from the professional stature of the Society.
- 3. Reimbursement of expenses shall be in accordance with the policy and procedure manual developed by the finance committee and approved by the Board of Trustees.
- 4. The official publication of the Society shall be *Estimating Today* which shall be distributed to each member and may be distributed to professional organizations for public relations efforts.
- 5. The membership directory shall be distributed through the Society Business Office and contain the names of members as of the first day of the fiscal year. The directory shall be posted on the "members only" section of the website no later than ninety (90) days after the start of the fiscal year. The directory or parts thereof, are the sole property of the Society and shall not be available to anyone outside the Society except by permission of the Board of Trustees.
- 6. Standing rules may be adopted or amended by a majority vote of delegates registered and eligible to vote at the annual convention.

END

STANDARD CHAPTER BYLAWS

ARTICLE I – NAME

This organization known as _____ Chapter (hereinafter “the Chapter”) Number of the American Society of Professional Estimators (hereinafter “the Society”) consisting of members as defined in Article III of these Bylaws is operated as a non profit, educational organization.

ARTICLE II – OBJECT

The object of this Chapter shall be:

To further the recognition of construction estimating as a professional field of endeavor.

To promote education and contribute to the betterment of the construction industry.

To observe and promote ethical standards of conduct.

To contribute to the establishment and publication of standard construction estimating practices.

To promote the certification program by which professionalism to construction estimating and adherence to these standards is recognized.

ARTICLE III – MEMBERSHIP

The Chapter shall consist of individual memberships in classifications as specified herein for persons who are members of the American Society of Professional Estimators and are actively employed in the construction industry or construction related services, except for Member Emeritus who shall be retired.

SECTION 1 MEMBERSHIP CLASSIFICATIONS

Membership in the Society shall be open to persons meeting the following qualifications regardless of national origin, race, creed, sex, or age and shall consist of;

- A. **MEMBER**– The Member shall have all rights and privileges of the Society except as may be noted below.
 1. The following Classifications shall be assigned to a Member by the Society Business Office and verified in accordance with the Application Procedures set forth in Section 2:
 - a) Estimator – shall have at least 5 years experience as an Estimator in one or more of the construction estimating disciplines. The Estimator shall be given the designation E.
 - b) Constructor – shall be an active construction professional experienced in one or more of the construction disciplines with at least five years experience. The Constructor shall be given the designation C.
 - c) Associate Member – is a Member having less than five years experience as an Estimator or an active construction professional in one or more of the construction estimating disciplines. The Associate Member shall be given the designation ASM. When the Associate Member accumulates the required five years experience the Member shall be given one of the Member Classifications as described above.
 - d) Affiliate Member – shall be employed in a construction related field. An Affiliate Member shall have limited rights and privileges in the Society where the Affiliate Member may hold Chapter level positions but shall not hold National level office and shall not be eligible to vote except at the Chapter level. The Affiliate Member shall be given the designation AF.

2. The following Classifications shall be assigned by the Certification Board:
 - a) Certified Professional Estimator – shall be qualified to practice as an estimator in one or more of the construction estimating disciplines and who meets all of the certification requirements of the Society. The Certified Professional Estimator shall be given the designation CPE.
 - b) Non-Member Certified Professional Estimator - The Certification Board may assign the classification of Certified Professional Estimator to a Non-Member who is qualified to practice as an estimator in one or more of the construction estimating disciplines and who meets all of the certification requirements of the Society. The Non-Member CPE shall also be required to adhere to all requirements of the Continuing Certification Program. The Non-Member CPE shall not be required to pay membership dues and shall not hold office or be eligible to vote but shall pay all fees required for Certification as a non-member.
3. The following Classifications shall be assigned to a Member by the National Board of Trustees:
 - a) Member-at-Large – shall be a person classified in one of the membership classifications who is not a member of a Chapter because of geographical location. The Member-at-Large shall be given the designation MAL.
 - b) Fellow – shall be elected to Fellowship by the Fellowship Committee and shall be approved by the Board of Trustees. A Fellow Member shall be a Certified Professional Estimator and shall have been a member in the Society for a period of ten years at the time of nomination for Fellowship. The Fellow Member shall be recognized for making an exceptional contribution to the Society and the art of estimating. The Fellow Member shall not be required to pay dues. The Fellow shall be given the designation FCPE.
 - c) Member Emeritus – shall have been a member in the Society for at least ten years and shall be working less than full time in the construction industry and shall have reached the age of sixty years. The Member Emeritus status shall be recommended by the member's Chapter or the Board of Trustees, and approved by the Board of Trustees. The Member Emeritus shall be given the designation of ME.
 - d) Honorary Member – shall be from outside the defined membership classifications and shall have performed distinguished service in activities related to the profession of construction estimating. The Honorary Member shall be recommended by a Chapter or the Board of Trustees, and approved by the Board of Trustees. The Honorary Member shall not be required to pay dues and shall not hold office or be eligible to vote. The Honorary Member shall be given the designation HM.
- B. **STUDENT** – A Student Member shall be a full time student actively pursuing a curriculum leading to a degree or certificate in a construction related field. The Student Member shall not hold office in the Society and shall not be eligible to vote except at the Chapter level in the case of a Student Chapter. The Student Member shall be given the designation S.

SECTION 2 APPLICATION PROCEDURE

- A. A Member-at-Large shall be a person classified in one of the membership categories who is not a member of a Chapter because of geographical location. Application for membership shall be submitted to the Society Business Office. The application shall be approved by the Board of Trustees or its designated agent.

- B. Application for Chapter membership shall be submitted to the Chapter Membership Committee for approval by the Board of Directors.
- C. The effective date of membership in the Society shall be the date of receipt of the application and dues at the Society Business Office.
- D. Membership may be transferred from one Chapter to another, or from Member-at-Large to a Chapter, or Chapter to Member-at-Large, provided the Chapter(s) and Members-at-Large involved notify the Society Business Office in writing.

SECTION 3 -- DURATION OF MEMBERSHIP

The duration of membership shall be for one year and is renewable annually.

SECTION 4 -- DUES

- A. The Chapter shall establish annual dues and fees which shall be payable upon approval of application for membership.
- B. Dues may be prorated in accordance with guidelines established by the Board of Directors for new members joining the Chapter after September 1.
- C. Renewal dues are payable by August 1 and are delinquent August 31.
- D. A Certified Professional Estimator requesting reinstatement after a lapse in membership, shall pay the current Society and Chapter dues and regain Certification as prescribed by established Certification Board Policies.
- E. Any change to the Chapter dues structure shall become effective the fiscal year following adoption of such change.

SECTION 5 – MEMBER IN GOOD STANDING

A member is in good standing only when all financial obligations to the Society and Chapter have been paid. A member not in good standing shall forfeit all rights and privileges of membership until such financial obligations are paid.

SECTION 6 – SUSPENSION OR EXPULSION

- A. After written notification the Board of Directors may, with a two thirds vote of the total Board of Directors members, censure, suspend or expel a Member from the Chapter for:
 - 1. Disregard for the purpose of the Society.
 - 2. Violation of the Code of Ethics of the Society.
 - 3. Violation of the Society or Chapter Bylaws.
 - 4. Conduct prejudicial to the welfare or purposes of the Chapter.
- B. A member censured, suspended or expelled from the Chapter may request reconsideration by the Board of Directors of its action upon conditions and within the time limit and procedures established by the Board of Directors. Within thirty days after the Board of Directors has notified the member in writing of its decision on the reconsideration, the member may request a hearing before the Board of Directors at its next regular meeting.

ARTICLE IV – FISCAL YEAR

The fiscal year of the Chapter shall be August 1 to July 31. The books shall be closed on July 31.

ARTICLE V – CHAPTERS

Chapters shall hold regularly scheduled Membership Meetings. One third of the Chapter voting membership shall constitute a quorum for Chapters with 50 or less than 50 members; one fourth of the Chapter membership shall constitute a quorum for Chapters with more than 50 members.

ARTICLE VI – REGIONS

Chapters are located within geographic sections of the country determined to be Regions by the Board of Trustees. Chapter members attending respective Regional Meetings shall be entitled to vote on all Regional and Society business brought before the assembly.

ARTICLE VII – OFFICERS

The elected officers of the Chapter shall be a President, Vice President, Secretary and Treasurer, and Directors and may include a Second Vice President, Third Vice President and Corresponding Secretary.

SECTION 1 -- DUTIES OF OFFICERS

- A. The President shall:
 - 1. Call and preside at all meetings.
 - 2. Appoint all Committee Chairmen with the exception of the Nominating Committee and the Finance Committee.
 - 3. Be an ex-officio member of all committees except the Nominating Committee.
 - 4. Be one of three persons authorized to sign checks and appoint the third person authorized to sign checks.
 - 5. Appoint a Chief Teller and two assistant tellers.
 - 6. Vote only to make or break a tie.
 - 7. Attend Regional Meetings and the Annual Meeting.
 - 8. Perform such other duties prescribed in these Bylaws or as requested by the Board of Directors.
- B. The Vice President/s shall:
 - 1. Act as aides to the President.
 - 2. Assume the duties of the President, in order of precedence, when that officer is unable or unwilling to act.
 - 3. Attend all Membership Meetings and Board of Directors Meetings.
 - 4. Oversee or chair any committees to which they may be assigned by the President.
- C. The Treasurer shall:
 - 1. Serve as Chairman of the Finance Committee and prepare and present a budget for approval by the membership.
 - 2. Maintain all Chapter accounts and financial records and present Treasurer's Reports at regular meeting of the Board of Directors.
 - 3. Be one of three persons authorized to sign checks.
 - 4. Receive and disburse Chapter funds as directed by the Board of Directors.
 - 5. Prepare and submit all reports required to maintain a non-profit status during the term served.
 - 6. Submit all accounting and financial records for audit within thirty days of the close of the fiscal year.
- D. The Secretary shall:
 - 1. Be responsible for the permanent records of the Chapter including minutes of all regular and special meetings of the Chapter and Board of Directors.
 - 2. Maintain a current roster of Chapter membership.
 - 3. Attest to all documents required to be executed by the Chapter.
 - 4. Perform such other duties as may be requested by the President or Board of Directors.
- E. The Corresponding Secretary (if any) shall:
 - 1. Be responsible for all correspondence of the Chapter.

SECTION 2 -- TERM OF OFFICE

- A. The term of office shall be for one year commencing August 1, and continue until the successors are elected or selected.
- B. Officers shall not be elected to the same office for more than two consecutive terms.
- C. An officer who has served more than half a term is considered to have been elected for the full term.
- D. A Society Officer may only be elected to a Directors position.

SECTION 3 -- VACANCIES

- A. A vacancy in the office of President shall be filled by the First Vice President.
- B. A vacancy in the office of Vice President shall be filled by either:
 - 1. Appointment by the President, and a majority vote of the remaining voting officers shall approve, of an interim Vice President to complete the unexpired term when there is only one Vice President or;
 - 2. Each Vice President shall ascend to the next highest vacant position in order of precedence. The President shall appoint, and a majority of the remaining voting officers shall approve, interim Vice President(s) to fulfill the remainder of the unexpired term.
 - 3. In the event of a vacancy in the office of both President and Vice President, when there is only one Vice President, the Chapter shall elect the President by ballot; the President shall appoint, and the remaining voting officers shall approve, an interim Vice President to fulfill the unexpired term.
- C. A vacancy in any other office, except that of Immediate Past President which shall not be filled, shall be filled by Presidential appointment, with approval by majority vote of the remaining officers.

ARTICLE VIII – NOMINATIONS AND ELECTIONS

SECTION 1 -- NOMINATIONS

Any member may nominate a candidate or candidates for Chapter office.

SECTION 2 -- QUALIFICATIONS

The member nominated shall be a member in good standing, fulfill the qualifications specified herein and shall express a willingness to serve in the office for which nominated. Nominees for President shall have served on the Board of Directors.

SECTION 3 -- NOMINATING COMMITTEE

A Nominating Committee of at least three members shall be elected at the March Membership meeting to receive and solicit nominations. The Committee shall elect its own Chairman. The President shall not serve on the Nominating Committee. The Nominating Committee shall present the slate of candidates which shall be announced at the April Membership Meeting. Additional nominations may be taken from the floor until nominations are declare closed. All Chapter members shall receive notification of the slate of candidates and the balloting deadline.

SECTION 4 -- VOTING

All members in good standing are eligible to vote. Secret ballots shall be counted by the tellers at the May Membership Meeting. Elected officers shall receive a majority of the votes cast. If there are more than three candidates for an office, a plurality vote shall elect. In the event of a tie, Chapter members in attendance at the May Membership Meeting shall vote by secret ballot to decide the election.

SECTION 5 -- ANNOUNCEMENT

The results of the election shall be announced by the presiding officer and the Teller's Report shall become part of the permanent records of the Society. Chapter members shall receive notice of the results of the election. The Secretary shall notify the Society Business Office of the election results by July 1.

ARTICLE IX -- BOARD OF DIRECTORS

SECTION 1 -- MEMBERS

The Board of Directors shall be composed of the President, Vice President(s), Secretary, Treasurer and Directors, and may include a Corresponding Secretary. The Immediate Past President shall be an ex-officio member of the Board of Directors and may have voting privileges.

SECTION 2 -- DUTIES

The Board of Directors shall:

- A. Exercise general supervision and control over the affairs of the Chapter;
- B. Approve all appointments made by the President;
- C. Approve the budget, appropriate necessary funds necessary to meet the expenses of the Chapter, and designate depository institutions into which funds shall be deposited. The Board shall authorize waiver, or payment of the cost of, any bond required of anyone holding Chapter funds or property.
- D. Report to Chapter business transacted by it;
- E. Investigate all grievances and complaints of irregularities presented to it, and serve as a body to which members may appeal.
- F. Take all such other actions as may be necessary for the proper functioning of the Chapter which are consistent with these Bylaws.

SECTION 3 -- MEETINGS OF THE BOARD OF DIRECTORS

- A. The Board of Directors shall hold regularly scheduled meetings. The location shall be determined by the Board of Directors.
- B. The Board of Directors meetings shall be open to the membership of the Chapter, but members may only participate when requested to do so by the presiding officer. The Board of Directors may, in its discretion and for good cause, conduct certain business in meetings to be attended only by the Board of Trustees and those persons specifically invited by the Board of Directors.
- C. Special meetings of the Board of Directors may be called by the President or a majority of the Board of Directors. The call for a Special meeting shall be made at least fifteen days before the meeting and shall state the items of business to be transacted. No other business may be transacted except that stated in the call of the Special meeting.
- D. The last regularly scheduled meeting of the fiscal year shall be a Joint Board Meeting which shall be attended by all incoming and outgoing officers and committee chairs. Those in outgoing positions shall transfer records for the fiscal year to the incoming officers and committee chairs.

SECTION 4 -- QUORUM

A majority of the Board of Directors shall constitute a quorum.

ARTICLE X – ANNUAL MEETING

SECTION 1 -- DELEGATES

The Delegate(s) and Alternate(s) shall be elected by the Chapter membership to represent the Chapter at the Annual Society Business Council.

- A. The Chapter shall be entitled to one vote for every voting member based on Society records of Chapter membership as of July 1.
- B. Each Delegate shall be entitled to one Alternate
- C. One Delegate may vote the total number of votes assigned to the Chapter.

- D. The Society Business Office shall be informed of the name(s) of the Chapter Delegate(s) and Alternate(s) 30 days prior to the Annual Meeting.

ARTICLE XI – COMMITTEES

SECTION 1 -- CREATION

The President may authorize the creation of committees as deemed necessary to conduct the affairs of the Society.

SECTION 2 -- STANDING COMMITTEES

The Standing Committees of the Chapter shall include Awards, Bylaws, Certification, Standards, Education, Finance, Membership, Program, and may include Newsletter, Industry Awareness, Public Relations, and Historical Committees. The President shall appoint the chairmen of the following Standing Committees with the approval of the Board of Trustees:

- A. Awards Committee which shall verify all Chapter nominations for Society Awards; prepare and submit documentation of Chapter activities for Society Chapter Awards; select recipients for Chapter awards and procure and prepare awards for presentation.
- B. Bylaws Committee which shall receive, prepare and present proposed Standing Rules to these Bylaws; interpret these Bylaws and offer guidance on parliamentary procedures; submit proposed amendments, or Standing Rules, to the Society Bylaws to the Regional Bylaw Committee Member.
- C. Certification Committee which shall maintain an active liaison between the Chapter and the Certification Board Regional Member, and promote the Certification Program to Chapter members.
- D. Standards Committee which shall promote standard estimating practices by Chapter members and in the construction industry; cooperate with the Certification Board by drafting and reviewing documents for the Standard Estimating Practices Manual.
- E. Education Committee which shall promote the art of estimating through educational and training programs; develop liaisons between the Chapter and educational institutions with construction related curriculum to promote the objectives of the Society; promote the programs of the Education Board. The Committee shall award all funds allocated for scholarships and grants in the name of the Chapter.
- F. Finance Committee which shall prepare and present the proposed annual budget to the Board of Directors at the second meeting of the fiscal year.
- G. Membership Committee which shall develop Chapter membership drives; cultivate interest in Chapter membership; promote participation in Society sponsored membership drives; and distribute, receive and review membership applications.
- H. Program Committee which shall arrange and promote programs for the general membership meetings which shall be construction related topics or of general interest to the members.
- I. Public Relations Committee which shall publicize Chapter activities and awards and promote Society objectives to other professional construction organizations.
- J. Newsletter Committee which shall publish and distribute to Chapter members and others, an informative newsletter promoting Chapter and Society activities, and other items of interest.
- K. Historical Committee which shall maintain historical records of Chapter activities.
- L. Industry Awareness which shall inform members of proposed and adopted legislation that will affect the construction industry.

SECTION 3 -- COMMITTEE STRUCTURE

Each Committee Chair shall appoint at least one additional member to the respective Committee.

ARTICLE XII – INDEMNIFICATION

The Board of Directors shall have the authority to indemnify any Director or Officer of the Chapter for expenses and costs, including legal fees, actually and necessarily incurred in connection with any claim asserted against the person, by action in court or otherwise by reason of the person being or having been such Director or Officer, except in relation to matters as to which the person shall have been guilty of negligence or misconduct in respect of the matter in which indemnity is sought.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

The rules of parliamentary practice comprised in Robert's Rules of Order, Newly Revised, latest edition, shall govern all proceedings of the Chapter and the Board of Directors, except where inconsistent with these Bylaws, and shall be subject to any special policies which have been or may be adopted.

ARTICLE XIV – AMENDMENTS

Amendments to these Bylaws may be proposed but shall not be effective until approved by a two-thirds vote of the ASPE Board of Trustees as an amendment to the Standard Bylaws for Chapters.

Chapter Standing Rules**STANDING RULE NO.1**

The Chapter shall adopt Standing Rules stating its dues, fees and charges, Membership and Board of Directors meeting dates, the number of Directors and whether officers will be elected to the positions of Second Vice President, Third Vice President, and Corresponding Secretary, and whether the Immediate Past President has voting privileges on the Board of Directors, and such other rules which do not conflict with the Charter of the American Society of Professional Estimators; the Chapter's Corporate Charter; or the Bylaws, Standing Rules or official policies of the American Society of Professional Estimators, provided they have been reviewed for compliance by the Society's Bylaw Committee.

Amendment of Chapter Standing Rules requires previous notice to the Chapter membership and a two-thirds vote of those present and voting.

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