

PLSO CONSTITUTION AND BY-LAWS

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PROFESSIONAL LAND SURVEYORS OF OHIO, INC.

SURVEYOR'S PLEDGE

To give the utmost of performance, to participate in none but honest enterprise, to live and work according to the laws of man and the highest standards of professional conduct. To place service before profit, the honor and standing of the profession before personal advantage, and the public welfare above all other considerations. In humility and with need for Divine Guidance I make this pledge.

CONSTITUTION AND BY-LAWS

PREAMBLE

This statement of Constitution and By-Laws of the Professional Land Surveyors of Ohio, Inc., is presented in the belief that a clear statement of the principles of organization, and the scope of operations and methods of procedure is a prime requisite for maximum effectiveness, and is made for mutual understanding between the Professional Land Surveyors of Ohio, and its affiliate societies.

CONSTITUTION

ARTICLE I - NAME

The name of this organization shall be the PROFESSIONAL LAND SURVEYORS OF OHIO, INC., incorporated in the State of Ohio as a non-profit organization. For convenience and brevity, the name shall hereinafter be abbreviated and referred to as PLSO.

ARTICLE II - PURPOSE

PLSO is an organization representing professional surveyors and those engaged in the scope of the profession.

- A. This organization is formed to:
 - 1. Promote the advancement of professional surveying;
 - 2. Aid the professional surveyor in the practice of the profession in accordance with the above pledge;
 - 3. Protect the inherent rights of those engaged in this profession;
 - 4. Develop inter-professional principles of practice conforming to recognized ethical codes and standards for the benefit of the general public;
 - 5. Promote educational programs for the advancement of those engaged in the profession;
 - 6. Promote cooperation and liaison among groups of professional societies representing related professional fields.

- B. As a professional organization, we will provide a forum for the opportunity to:
 - 1. Express personal, professional, and community opinions on local and state levels;
 - 2. Educate the general public about the services and activities of the professional surveyor;
 - 3. Present the unity of individual efforts aimed at bettering our community, our profession, and ourselves.

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- C. This organization shall cooperate with its members in their individual efforts to bring information to the attention of the State Board of Registration. This organization shall also, when requested, assist the State Board of Registration for Professional Engineers and Surveyors.
- D. This organization recognizes the aims and goals of any of its affiliate societies which are common to its own and pledges its support toward their achievement.

ARTICLE III - CODE OF ETHICS

“The Code of Ethics for Engineers and Surveyors”, as published in Chapter 4733-35 of the Ohio Administrative Code, together with any subsequent revisions thereto, is adopted by PLSO, and shall be binding on all members of PLSO.

ARTICLE IV - MEMBERSHIP

In the interest of providing an effective program of activity with the proper share being borne by those represented by this organization, the following membership classifications, qualifications, and privileges are hereby established.

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- A. Membership Classifications and Qualifications
 - 1. Professional Member
Any person possessing active registration in the State of Ohio as a Professional Surveyor shall be eligible for Professional Membership.
 - 2. Associate Member
Any person who has a valid certificate as a Surveyor-In-Training (SIT) or Surveyor Intern (SI) in the State of Ohio, and has not yet attained professional registration, shall be eligible for Associate Membership.
 - 3. Certified Survey Technician Member
Any person who has been designated as a Certified Survey Technician by NSPS, who does not qualify as a Professional or Associate Member, shall be eligible for Certified Survey Technician Membership.
 - 4. Affiliate Member
Any person actively associated with the profession of surveying, who does not qualify as a Professional, Associate, or Certified Survey Technician Member, is eligible for Affiliate Membership.
 - 5. Life Member
 - (a) A Professional or Retired Member is eligible to request Life Membership or may be nominated by a Chapter or by petition of at least five (5) voting members of PLSO, provided the member:
 - (1) has been actively engaged in the profession of surveying a minimum of thirty (30) years; and
 - (2) has been a Professional or Retired Member of PLSO for a total of at least twenty (20) continuous years prior to the request; and
 - (3) has demonstrated exemplary service to PLSO and the surveying profession (*e.g.*, progressive officer, committee chair, or committee member of the State or a Chapter, promotion of the surveying profession, successful leadership of a PLSO project, *etc.*).

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(b) Request for Life Membership shall be forwarded by the Executive Director, after verifying and attesting to the candidate's time in the profession and as a PLSO member, to the Executive Committee for consideration at a scheduled meeting.

(c) A Life Member shall have no dues obligation.

6. Honorary Member

Upon resolution of the Executive Committee, any person of knowledge eminent in the profession of surveying and/or related sciences including chairpersons of related professional societies, officers of our national affiliate or officers of the surveying societies of adjacent states, may be declared an Honorary Member. Honorary Members shall have no dues obligation.

7. Student Member

Any full or part-time student who is pursuing a course of study leading toward a degree in surveying or geomatics, shall be eligible for Student Membership. For the purpose of PLSO Student Membership, a part-time student is defined as a person taking at least one course per semester or quarter in a program leading to an associate or bachelor degree as certified by the college or university.

Any person possessing registration as a Surveyor or other related Profession is not eligible for Student Membership.

8. Sustaining Member

Any person or company engaged in providing materials or services to, or who is otherwise associated with, the surveying profession shall be eligible for Sustaining Membership. Sustaining Members shall be listed in each issue of *Ohio Surveying News* and upon request shall receive a maximum of five (5) copies of each issue of *Ohio Surveying News*.

9. Retired Member

(a) Any member who has retired from active practice of the profession of surveying is eligible to request Retired Membership, provided the member:

(1) has attained the age of sixty-two (62) years, or has been actively engaged in the profession of surveying a minimum of thirty (30) years; and

(2) has been a Professional Member in good standing of PLSO for an uninterrupted period of ten (10) years prior to the request;

(b) The member shall be considered retired if the member has withdrawn from full-time employment or from active participation in a firm. The member may supplement retirement income by occasionally practicing the profession of surveying, not to exceed 600 hours per calendar year.

(c) Request for Retired Membership shall be forwarded, by the Executive Director, after verifying and attesting to the candidate's age or time in the profession and as a PLSO member, to the Executive Committee for consideration at a scheduled meeting.

B. Acceptance for Membership

Applications shall be received by the Executive Director and reviewed for completeness and compliance with the membership requirements as specified in this article. Once the Executive Director finds that the application is complete, meets the membership qualifications enumerated in this article, and has the correct dues and fees submitted, the Executive Director shall conditionally approve the application for membership and add the new member to the PLSO roster. When the Executive Director disseminates the agenda for the next Executive Committee meeting, a list of members conditionally approved since the last Executive Committee meeting shall be included for ratification by the Executive Committee.

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- C. Privileges of Membership
All members in good standing shall have the right to participate in all the programs and deliberations of PLSO and shall have voting privileges in business and policy determinations. Only Professional, Life and Retired Members shall be eligible to hold a State elective office within the organization. All members shall have the privilege of voting for State elective offices.
- D. Suspension and/or Expulsion
Upon receipt of a written complaint filed with the Executive Committee, the Committee shall discuss, may hold a hearing and may cause any member to be suspended and/or expelled for good and sufficient cause or reason, such as violation of the provision of the Code of Ethics. Any action of this nature must be by an affirmative three-fourths (3/4) vote of the entire Executive Committee.
- E. Reinstatement
Any member who has allowed his/her membership to lapse through non-payment of dues may be reinstated upon approval of a written application to the Executive Committee and the payment of the current year's dues plus the reinstatement fee (See By-Law - DUES). An expelled member may be reinstated by approval of a written petition by a three-fourths (3/4) affirmative vote of the entire Executive Committee.
- F. Membership Roster
A Membership Roster shall be maintained by the organization, including but not necessarily limited to the member's name, address, telephone number and Chapter membership. This roster shall be made available to Professional, Life, Associate and Retired Members, and to affiliated or similar societies upon request.

ARTICLE V - CHAPTERS

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- A. To facilitate more effective communication and participation in the activities of this organization, Chapters of PLSO are hereby established to which each member shall belong as indicated by preferred mailing address, or another Chapter of their choice. These Chapters shall serve as local extensions of the organization with the responsibility of providing a forum for discussion of local problems and servicing the needs of their members. Chapters are encouraged to provide local programs and activities to promote PLSO and the surveying profession within their area; however, these activities should be coordinated with the Executive Director. The Chapter shall not bind PLSO to any action without the prior knowledge and consent of the Executive Director.
- B. Chapters may be established in any reasonable geographic area within the state upon written petition to the Executive Committee. This petition shall be in accordance with the By-Law - PROCEDURES FOR ESTABLISHING A CHAPTER. The boundaries of these Chapters shall be arranged to include all areas of the state. No Chapter shall bisect a county nor shall a county be included in more than one Chapter.
- C. Each Chapter shall establish its own Constitution and By-Laws which shall not conflict with the intent of this Constitution. They may also assess local dues to support their activities, which dues may be billed and forwarded to the Chapter by the Executive Director.

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The Chapters shall hold their elections and installation of officers to closely coincide with elections and installation of State officers. A roster of Chapter officers and meeting information shall be made available for publication and distribution following the Annual Conference.

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- D. Student Chapters may be established in any recognized institute, college, or university whose curriculum includes courses of study leading to a career in the profession of surveying. Written petition to the Executive Committee is required as stated above. These Chapters shall have all the privileges and responsibilities of other Chapters.

Student Members are encouraged to select a Chapter in addition to the Student Chapter for affiliation. It is suggested that students join the Chapter in which their permanent residence is located. Students from outside of Ohio are encouraged to join the Chapter in which their educational institution is located. The purpose of this suggestion is to allow for interaction of the Student Members with those actively participating in the surveying profession.

- E. Each Chapter shall provide a Delegate to the Executive Committee who shall be the official liaison. The Delegate shall represent the Chapter at the Executive Committee meetings and has one vote in the actions of said committee. The Delegate should attend all State Executive Committee meetings. If the Delegate is unable to attend, the Delegate should insure that an Alternate Delegate (authorized in writing or as indicated on the current printed officers list) attends.

ARTICLE VI - FINANCES

In order to conduct the business and activities of this organization in a responsible financial manner;

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- A. An annual budget, prepared by the Finance Committee, shall be adopted by the Executive Committee subject to ratification by the membership at the Annual Meeting. This budget shall be by fiscal year and followed unless exceptions are approved by the Executive Committee. Each member of the Executive Committee shall receive a copy of the proposed budget no later than November 1st.
- B. The Treasurer and the Executive Director shall prepare and the Finance Committee shall review an annual financial report at the end of the fiscal year. This report shall be in writing and shall be submitted to the Executive Committee and distributed at the Annual Meeting.
- C. A review by the Finance Committee shall be made of PLSO's financial records soon after the end of each fiscal year.
- D. Funds to sustain this organization's annual budget shall be derived from dues contributed by its members in accordance with By-Law - DUES, monies realized from various activities, and any special assessments approved by the Executive Committee. These funds shall be under the control of the Treasurer and maintained in the organization's checking account or other accounts or investments as directed by the Executive Committee. Disbursements shall be made by the Treasurer consistent with the annual budget or at the direction of the Executive Committee.
- E. Special accounts, (*e.g.*, the Executive Director's office payroll account, Scholarship Fund, various Annual Conference accounts, *etc.*) may be funded initially or entirely by the Treasurer at the direction of the Executive Committee. The responsibility for the funds in these special accounts shall rest with persons to whom that responsibility is assigned by the Executive Committee. Funds flowing through these accounts shall be only those for which the accounts were established. A detailed report of the income and disbursements of each of these accounts shall be made to the Treasurer and become part of the Treasurer's annual report.

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- F. Any newly activated Chapter or any other Chapter who has need may be provided with basic initial funds upon direction of the Executive Committee.

ARTICLE VII - OFFICERS

- A. The officers shall consist of a President, President-Elect, Immediate Past President, Secretary, Treasurer, and NSPS Governor. These officers shall be elected from the roster of the Professional, Life and Retired Members. The NSPS Governor must also be a Member of NSPS, and must have been recently active in PLSO Executive Committee meetings. All officers shall serve a one (1) year term, except that the NSPS Governor shall serve a three (3) year term. The Secretary, Treasurer and NSPS Governor may serve no more than three (3) successive terms. The President-Elect shall automatically ascend to the office of President at the expiration of the President's term.

- B. Nominations
A Nominating Committee, to be chaired by the President-Elect and including the three (3) immediately available Past Presidents, shall present a slate of candidates for the available elective offices to the Executive Committee by the September meeting. It is preferred that candidates have prior experience through recent activity with the Executive Committee as a Chapter Delegate, Committee Chair or other involvement in the operation of the organization prior to nomination. Additional nominations, by written petition (signed by a minimum of five (5) voting members), may be filed with the Executive Director up to and including the October meeting.

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- C. Ballots
A ballot and available biographical data of the candidates shall be mailed to the voting membership on or before November 15th. In the event there are no contested offices, ballots shall not be mailed. The biographies of the unopposed candidates that are to be installed as PLSO officers at the Annual Conference shall be published.

- D. Elections
All members shall be eligible to vote for the offices of President-Elect, Secretary, Treasurer, and NSPS Governor. The ballots, as outlined above, must be returned to the Executive Director by December 15th. The ballots will be counted by December 31st by a Tellers Committee, appointed by the President, and the results announced at the next Executive Committee meeting. The installation of the officers shall be at the Annual Conference.

- E. Vacancies
The President shall fill any vacancy for the office of Secretary, Treasurer, and NSPS Governor by appointment, subject to ratification by the Executive Committee. Such ratification shall constitute election to such office. If a vacancy occurs in the office of President, the President-Elect shall assume the office for the balance of the then current term and the term to which the President-Elect would have automatically ascended. If a vacancy occurs in the office of President-Elect, the Secretary shall ascend to the office of President-Elect.

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- F. Duties - Officers
The duties of the officers shall be as follows:
 1. The President shall preside at all meetings of PLSO and the Executive Committee, and represent PLSO at all functions. The President shall determine meeting dates, approve the agenda and serve as an ex-officio member on all committees. The President shall write an article for the newsletter.

2. The President-Elect shall act as a vice-president, presiding at meetings in the absence of the President and shall assume the other duties of the President upon the President's request and shall chair the Nominations Committee in addition to serving as an ex-officio member on other committees. The purpose of this term shall be to better prepare for the leadership requirements of the following years.
3. The Immediate Past President shall chair the Past Presidents' Council and serve on the Nominating Committee and other committees. The purpose of this term shall be to encourage completion of previously initiated programs.
4. The Secretary shall take roll call, verify quorum and keep minutes of all regular and special meetings of the PLSO membership and of the Executive Committee and shall make copies of such Executive Committee meeting minutes available to the Executive Director no later than ten (10) days prior to the next scheduled meeting.
5. The Treasurer shall keep the financial records of all the PLSO funds under his or her control. The Treasurer shall disburse such funds in accordance with the annual budget or as directed by the Executive Committee, and shall file a report of said activity at the Executive Committee and Annual Membership Meetings.
6. The NSPS Governor shall serve as a liaison between PLSO and NSPS (National Society of Professional Surveyors). The NSPS Governor shall attend the annual meeting(s) of NSPS, officially representing PLSO at any council or board meeting(s) with full voting privileges as accorded by NSPS. The NSPS Governor shall submit a written report of the activities of PLSO at the annual meeting(s) of NSPS, and a written report to PLSO semi-annually concerning the activities of NSPS.

G. Duties - Senior Staff

1. The Executive Director shall be responsible for the operation of the organization under the direction of the Executive Committee.

A salary commensurate with the duties shall be paid to the Executive Director, the amount to be negotiated annually with the Finance Committee prior to adoption of the budget for the next year and approved by the Executive Committee as part of the budget adoption process.

2. The Newsletter Editor shall be responsible for publication and distribution of the newsletter under the guidance of the Executive Committee.

A salary commensurate with the duties shall be paid to the Newsletter Editor, the amount to be negotiated annually with the Finance Committee prior to adoption of the budget for the next year and approved by the Executive Committee as part of the budget adoption process.

ARTICLE VIII - EXECUTIVE COMMITTEE

A. Duties

The Executive Committee shall have the power to act for PLSO between meetings of the general membership. It shall be responsible for determining and implementing PLSO policies and for the uses of all PLSO funds. It may establish, by appointment, any committees for the purpose of implementing policies, studies or procedures previously determined. It shall establish and provide written detailed duties and responsibilities for all committees. A detailed report of the activities of the Executive Committee shall be presented at the Annual Conference.

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B. Composition

The Executive Committee shall be composed of:

1. the six (6) elected officers;
2. the Chapter Delegates;
3. the two (2) Immediate Past Presidents in attendance and not currently serving as an elected officer or Chapter Delegate.

Each member shall have one (1) vote.

C. Quorum

Over one half (1/2) of the Executive Committee Members shall constitute a quorum for the transaction of any business at any scheduled meeting. If such a quorum is lacking, those present may proceed with making and accepting motions or may defer action until a subsequent meeting. If action is taken, it will not be considered official until the entire Executive Committee has been canvassed by ballot, or the action may be ratified at a subsequent meeting of the Executive Committee where a quorum is determined to be present.

ARTICLE IX - MEETINGS

A. An Annual Meeting will be held each year at a time and place determined by the Executive Committee and the membership will be notified of said meeting. Special meetings may be called by the Executive Committee by written notice to the membership at least thirty (30) days prior to the date of any such proposed meeting.

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B. The Executive Committee shall meet at least six (6) times during the year. A notice of and agenda for said meetings shall be distributed to the Executive Committee at least five (5) days prior to the meeting. A schedule of said meetings shall be published as soon as feasible after the Annual Meeting. Additional special Executive Committee meetings may be called by the President or upon petition of five (5) of its members with written notice being given at least five (5) days prior to the date of such special meeting. Executive Committee meetings shall be open to all members.

C. All meetings of both the membership and the Executive Committee shall be governed by Robert's Revised so long as they are not in conflict with any particular procedure as outlined herein.

ARTICLE X - AMENDMENTS

A. A Constitution and By-Law Review Committee shall be appointed at least every ten (10) years to review the Constitution and By-Laws and recommend amendments or revisions, if necessary.

B. Amendments or revisions to the Constitution shall be submitted, in writing, to the Executive Committee for action at a scheduled meeting, with written notice given to the total membership of this committee at least ten (10) days prior to said meeting. Approval by the Executive Committee shall be by a minimum of two-thirds (2/3) affirmative vote for recommendation for adoption by the membership.

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- C. The vote for adoption by the membership shall be conducted by mail ballot with provision for separate acceptance or rejection of each Constitutional amendment, unless separate acceptance or rejection is, in the opinion of the Executive Committee, not feasible due to the inter-relationship of the proposed changes. A copy of the recommended Constitutional amendments or revisions shall be sent to all eligible voting members thirty (30) days prior to the date of tally. Those ballots received by the Executive Director by said date of tally shall constitute the vote of the membership. Ballots will be counted by an appointed Tellers Committee who will report the results to the Executive Committee.

- D. Adoption of any Constitutional amendment or revision shall be by majority affirmative vote of said ballots as received by the Executive Director and tallied by the appointed Tellers Committee. All adopted Constitutional amendments or revisions shall be published and distributed to the membership within ninety (90) days of adoption and shall bear an effective date that the Executive Committee was informed of the results of the tally.

ARTICLE XI - BY LAWS

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Such By-Laws as are essential to the conducting of the affairs of the organization may be enacted or amended by the Executive Committee as long as they do not conflict with the intent of this Constitution. Enactment or amendment of By-Laws shall be submitted in writing to the Executive Committee for action at a scheduled meeting, with written notice given to the total membership of this committee at least ten (10) days prior to said meeting. Approval by the Executive Committee shall be by a minimum of two-thirds (2/3) affirmative vote. All enacted or amended By-Laws shall be published and distributed to the membership within ninety (90) days of enactment or amendment and shall bear an effective date that the Executive Committee approved the enacted or amended By-Laws.

THIS CONSTITUTION WAS LAST AMENDED AND APPROVED BY THE EXECUTIVE COMMITTEE ON OCTOBER 13, 2006, APPROVED BY A VOTE OF THE MEMBERSHIP AS TALLIED ON DECEMBER 29, 2006 AND BECAME EFFECTIVE ON JANUARY 1, 2007.

BYLAWS

BY-LAW I - NEWSLETTER

A Newsletter shall be published at least quarterly and distributed to the membership. Any special distribution other than that above, such as to all Professional Surveyors in the State of Ohio, or any other distribution, may be authorized by the Executive Committee.

A web site shall be maintained under the direction of the Executive Director for the benefit of the members of the organization, profession, and the public.

BY-LAW II - OFFICE FACILITIES

A central office for the conducting of PLSO business shall be established by the Executive Director. The Executive Director shall have the authority to employ office help needed to accomplish the business of the organization. The Executive Director shall be empowered to contract for utility and communication services and to purchase office supplies as necessary to conduct the business of the organization.

BY-LAW III - EXPENSES

- A. The President, President-Elect, NSPS Governor, Past Presidents, Executive Director and others authorized by the President shall have at their disposal an expense fund. This fund will be used to defray usual and customary expenses for attendance at meetings where PLSO's attendance is desired and approved by the PLSO President and Executive Director. Such meetings include the annual conferences of adjoining states, State Board of Registration meetings, NSPS meetings, certificate presentations, speaking at chapter meetings, *etc.* Expenses incurred shall be detailed on the PLSO expense report form and submitted to the Executive Director for approval and payment.
- B. Any additional expenses shall be submitted to the Executive Committee for approval and payment.
- C. Requests for reimbursement of expenses shall be submitted within sixty (60) days.

BY-LAW IV - STANDING AND SPECIAL COMMITTEES

- A. Standing Committee Chairpersons shall be appointed by the President. The makeup of the Standing Committees shall be at the discretion of the President, except as specified herein or as written in their respective guidelines. These Standing Committees and their charges (briefly) will be:
 - 1. Program
The Program Committee shall work with the host Chapter and Executive Director to establish the desired subjects and speakers for conferences and seminars.
 - 2. Membership
The Membership Committee shall promote membership in PLSO.
 - 3. Inter-Professional Affairs
The Inter-Professional Affairs Committee shall create and maintain a liaison with surveying related organizations or agencies.
 - 4. Education
The Education Committee shall work with all educational institutions within the state to upgrade surveying programs and curricula.

5. Legislation
The Legislation Committee shall review and recommend action on various bills as they are introduced in the legislature wherein the profession may be affected and shall assist in the introduction and passage of PLSO initiated legislation.
6. Finance
The Finance Committee shall prepare an annual budget, make an annual review of PLSO's financial records at the end of each fiscal year and make recommendations to the Executive Committee regarding salaries, dues schedules and unusual expenses. Members shall include the Finance Committee Chair, PLSO's Treasurer, President, President-Elect, Executive Director and Assistant Executive Director.
7. Past Presidents Council
The Past Presidents Council, consisting of all the available Past Presidents, shall provide long range planning and guidance to the Executive Committee.
8. Scholarship
The Scholarship Committee shall annually review applications for PLSO scholarships and make recommendations to the Executive Committee at the July meeting, approved recommendations will be forwarded to the Columbus Foundation PLSO Scholarship Committee. The Committee shall periodically review the eligibility qualifications and award amounts and make recommendations to the Columbus Foundation PLSO Scholarship Committee. Voting members shall include the Scholarship Committee Chair, PLSO's President, President-Elect, Immediate Past President and Education Committee Chair. The Scholarship Committee Chair, or their designee, shall represent the committee as a member of the Columbus Foundation PLSO Scholarship Committee. Any chapter who offers scholarships should provide a non-voting member to the Scholarship Committee.
9. Scholarship Fund Board
The Scholarship Fund Board shall accept, invest, monitor, review, re-invest, distribute funds exclusively set aside for scholarships. The recipients of scholarships and the amount thereof shall be determined by the Executive Committee with the assistance of the Scholarship Committee. The Scholarship Fund Board shall consist of five (5) members, each of whom shall serve for five (5) years. One new member shall be appointed annually by the President at the March Executive Committee meeting. There shall be no more than one member from any one Chapter. They shall be members in good standing of PLSO and reside in the State of Ohio. They may succeed themselves in office.
10. Management Review
The Management Review Committee shall consist of the President, President-Elect, plus an available Past President designated annually by the President and shall perform an annual performance review of the Executive Director in September or October of each year prior to the preparation of the budget for the next fiscal year.
11. Fundraising Committee
The Fundraising Committee shall coordinate the fundraising activities of PLSO, including the Benefit Social and Auction at the PLSO Annual Conference and other efforts, to increase donations to the PLSO Scholarship Fund or other funds and special projects as determined by the Fundraising Committee, PLSO Executive Committee or as charged by the President. The Fundraising Committee shall consist of a chair appointed by the President, in addition to the President, President-Elect and Executive Director.

- B. Special Committees
Special Committees or sub-committees may be created (or disbanded) by the Executive Committee for a specific task(s). The President shall, at the first Executive Committee meeting following the Annual Meeting, review each Special Committee and sub-committee to determine if its task(s) have been completed. The following examples of Special Committees should be considered on an annual basis:

- Standards Committee
- Constitution and By-Laws Review Committee
- Membership Benefits Committee
- Public Relations/Brochures Committee
- Awards/Recognitions Committee

- C. Committee Meetings
Standing and Special committees shall meet throughout the year, as often as necessary, to accomplish their assigned task(s). A written report of each committee’s deliberations and/or recommendations shall be regularly submitted to the President and the Executive Committee. An annual report of each committee’s activities for the past year shall be forwarded to the Executive Director on or before the January Executive Committee meeting for inclusion in the Annual Report Book.

BY-LAW V - DUES

- A. The schedule of dues contributions shall be as follows:

Professional Member.	Annual Dues of \$145.00 per member
Associate Member.	Annual Dues of \$ 55.00 per member
Certified Survey Technician Member.	Annual Dues of \$ 50.00 per member
Affiliate Member.	Annual Dues of \$ 50.00 per member
Student Member.. . . .	Annual Dues of \$ 15.00 per member
Sustaining Member.. . . .	Annual Dues of \$100.00 per member
Retired Member.. . . .	Annual Dues of \$ 25.00 per member
Chapter Dues.	Annual Dues determined by each Chapter
- B. Initiation Fee
A fee of \$10.00 shall be collected from each new member upon acceptance of their application for membership.
- C. Reinstatement Fee
A fee of \$20.00 shall be collected from each lapsed or expelled member upon acceptance of their application for reinstatement of membership. This fee is assessed to defray the cost of re-activating the member’s records.
- D. Prorating of Dues
The following schedule shall be used to determine an applicant’s State dues obligation during the first year of membership.

Date of application:

July 1 through December 31.	100% of Annual Dues
January 1 through June 30.	50% of Annual Dues

E. Due Date

Dues contributions are payable within thirty days of receipt of the dues notice. A dues notice shall be sent on or before July 15th. A second notice shall be sent by approximately September 15th to all unpaid members. All unpaid members as of November 1st shall be sent a final notice advising them their membership will be canceled effective the thirty-first of December if payment is not received before said date. All unpaid members as of December 31st shall be removed from the active roster. A list of removed members shall be furnished to the Chapters.

F. Waiver of Dues

A State officer of PLSO may request that their yearly dues be waived for the year of their term of office. Officers should request waiver by returning a copy of their dues invoice noting on the invoice "Currently serving as PLSO (indicate office), please waive dues". This consideration is in recognition for the time and efforts contributed during their term of office. The waiver shall only be valid for the dues notification during the year in which they are actively serving as an officer.

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BY-LAW VI - PROCEDURE FOR ESTABLISHING A CHAPTER

The following procedure shall be used in establishing a Chapter of PLSO:

- A. Contact the Executive Committee and the adjacent Chapters advising them of your intentions and the approximate geographic area the new Chapter would encompass.
- B. Obtain a roster of current PLSO members and other professional surveyors (if available) within the proposed Chapter area from the Executive Director and invite them to an organizational meeting.
- C. Hold an organizational meeting and elect or appoint temporary officers (e.g., Chairman, Vice-Chairman, Secretary, and Treasurer). Approval of a motion to establish a Chapter is necessary before any further action can be taken.
- D. Present a written request to establish a Chapter to the Executive Committee at its next scheduled meeting. This request shall include the proposed Chapter name, boundaries and temporary officers along with a list of interested members and the minutes of the organizational meeting.
- E. Upon approval of the request by the Executive Committee, the Chapter boundaries shall be established by mutual agreement with the adjacent Chapters and the members affected by this change shall be notified and encouraged to participate in the Chapter's activation. These members shall now become the responsibility of the new Chapter unless a request is made in writing to the Executive Committee to remain in the present Chapter.
- F. A Chapter Constitution shall be adopted and officers elected. A copy of the adopted Chapter Constitution shall be forwarded to PLSO within ninety (90) days of the approval of the Chapter formation.

BY-LAW VII - PROCEDURE FOR TRANSFER OF A COUNTY FROM ONE CHAPTER TO ANOTHER CHAPTER

The members within a county wishing to change their Chapter affiliation shall take the following actions:

- A. Notify the “current” and “desired” Chapters of their wishes.
- B. If the “current” and “desired” Chapters give preliminary approval, the “desired” Chapter shall send a letter to all PLSO members residing in the county to be transferred asking if they wish to remain in the “current” Chapter or be transferred to the “desired” Chapter. Said members should be given thirty (30) days to respond to the “desired” Chapter which shall forward a copy of all responses to the “current” Chapter. An affirmative vote from the majority of the members in the affected county is required to proceed.
- C. The “desired” Chapter shall present to the PLSO Executive Committee, at a regularly scheduled meeting, a letter requesting approval of the transfer along with the responses from the affected members.
- D. After the Executive Committee’s approval, the PLSO office shall notify each member of the affected county that they will be transferred to the “desired” Chapter unless they request to remain in the “current” Chapter. The PLSO office shall dispose of the letters of response not sooner than ninety (90) days after the Executive Committee’s approval of the transfer.

BY-LAW VIII - DEFINITIONS

- A. The fiscal year for PLSO shall be July 1 - June 30.
- B. The organization year shall be that period between Annual Meetings.
- C. The terms “mail”, “mailed”, “notified”, “sent”, and/or similar phrases may be used to indicate U.S. Postal Service mail, private shipping vendors, or communications conducted in an electronic format.

THESE BY-LAWS WERE LAST AMENDED BY THE PLSO EXECUTIVE COMMITTEE ON SEPTEMBER 10, 2010 AND BECAME EFFECTIVE ON JANUARY 1, 2011.

