



Ohio Society of Professional Surveyors Constitution and Bylaws

Amendments and revisions adopted by the OSPS Board of Directors

September 10, 2025

OSPS Constitution and Bylaws

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OHIO SOCIETY OF PROFESSIONAL SURVEYORS

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.

MISSION STATEMENT

The Ohio Society of Professional Surveyors (OSPS) supports and advances the surveying profession through leadership, education, advocacy and public outreach.

VISION STATEMENT

OSPS strives to advance, support, improve, and enhance the profession, its members, and the practice of surveying by:

- Holding the safety and welfare of the public above all other considerations, placing service above profit, and the honor of the profession before personal advantage.
- Protecting the rights of those persons practicing the profession through collaboration with organizations, the board of registration and the legislature.
- Conducting our business in an ethical, efficient, cost-effective, and professional manner.
- Providing timely information and pertinent educational opportunities to our members.

CONSTITUTION AND BYLAWS

PREAMBLE

This Constitution and Bylaws of the Ohio Society of Professional Surveyors establishes the principles of organization, methods and procedures for creating mutual understanding between the Ohio Society of Professional Surveyors and its affiliate societies.

CONSTITUTION

ARTICLE I - NAME

The name of this organization shall be the OHIO SOCIETY OF PROFESSIONAL SURVEYORS incorporated in the state of Ohio as a nonprofit organization. For convenience and brevity, the name shall hereinafter be abbreviated and referred to as OSPS. The use of the names Ohio Society of Professional Surveyors and OSPS shall be intended to include any reference to the former name Professional Land Surveyors of Ohio and PLSO. The two organizations shall be considered one in the same. OSPS shall retain the branding, public domain, and all rights to the former organization PLSO.

ARTICLE II - PURPOSE

OSPS 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 interprofessional 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.
- 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 OSPS, and shall be binding on all members of OSPS.

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.

A. Membership Classifications and Qualifications

1. Professional Member
 - (a) Any person possessing active registration in the State of Ohio as a Professional Surveyor shall be eligible for Professional Membership.
2. Associate Member
 - (a) Any person who has a valid certificate as a Surveyor Intern (SI) in the State of Ohio, and has not yet attained professional registration, shall be eligible for Associate Membership.
3. Affiliate Member
 - (a) Any person actively associated with the profession of surveying, who does not qualify as a Professional or Associate, is eligible for Affiliate Membership.
4. Life Member
 - (a) A Professional or Retired Member is eligible for Life Membership through nomination by a Chapter or by petition of at least five (5) voting members of OSPS, provided the member:
 - (1) Has attained the age of sixty-five (65) years; and
 - (2) has been actively engaged in the profession of surveying a minimum of thirty (30) years; and
 - (3) has been a Professional or Retired Member of OSPS for a total of at least twenty (20) continuous years prior to the request; and
 - (4) has demonstrated exemplary service to OSPS 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 OSPS project, etc.).
 - (b) Nominations for Life Membership shall be forwarded to the OSPS Office by October 1 of each year. After verifying items 4(a)(1-4) outlined above, the nomination will be sent to the Membership Committee to assess the nominee's qualifications. The names of the nominees that qualify shall be forwarded to the Board of Directors for a vote at their January meeting. Approved Life Members will be recognized at the OSPS Annual Conference.
 - (c) Life Member shall have no dues obligation.
5. Student Member
 - (a) Any full or part-time student who is pursuing a course of study leading toward registration as a Professional Surveyor shall be eligible for Student Membership. For the purpose of OSPS Student Membership, a part-time student is defined as a person enrolled in at least one course counting towards a surveying program.
 - (b) Any person possessing registration as a Surveyor is not eligible for Student Membership.
 - (c) Student Members are not eligible for Continuing Professional Development Hours (CPD) at OSPS conferences, seminars, or other qualifying events.

6. Sustaining Member

- (a) Any business engaged in providing materials or services to, or who is otherwise associated with, the surveying profession shall be eligible for Sustaining Membership. Sustaining membership does not entitle individuals or employees of the member firm the benefits provided under individual membership categories. Sustaining Members shall be listed on the OSPS website.

7. 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;
 - (2) and has been a Professional Member in good standing of OSPS 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 OSPS Office, after verifying and attesting to the candidate's age or time in the profession and as a OSPS member, to the Board of Directors for consideration at a scheduled meeting.

B. Acceptance for Membership

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

C. Privileges of Membership

All members in good standing shall have the right to participate in all the programs and deliberations of OSPS. 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, on Special Ballots and at the Annual Meeting.

D. Suspension and/or Expulsion

Upon receipt of a written complaint filed with the Board of Directors, the Executive 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 or a State Board of Registration disciplinary action. Any action of this nature must be by an affirmative three-fourths (3/4) vote of the entire Board of Directors.

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 Board of Directors and the payment of the current year's dues (See Bylaw - DUES). An expelled member may be reinstated by approval of a written petition by a three-fourths (3/4) affirmative vote of the entire Board of Directors.

F. Membership Roster

A Membership Roster shall be maintained by the organization. This roster shall be made available to Professional, Life, Associate, Affiliate, Student and Retired Members.

ARTICLE V - CHAPTERS

- A. To facilitate more effective communication and participation in the activities of this organization, Chapters of OSPS 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 OSPS and the surveying profession within their area; however, these activities should be coordinated with the OSPS Office. The Chapter shall not bind OSPS to any action without the prior knowledge and consent of the OSPS Office.
- B. Chapters may be established in any reasonable geographic area within the state upon written petition to the Board of Directors. This petition shall be in accordance with the Bylaw - PROCEDURES FOR ESTABLISHING A CHAPTER. The boundaries of these Chapters shall be arranged to include all areas of the state. No Chapter shall divide a county, nor shall a county be included in more than one Chapter. The Board of Directors shall have the power to dissolve a Chapter in accordance with the Bylaw – PROCEDURE FOR DISSOLUTION OF A CHAPTER.
- C. Each Chapter shall establish its own Constitution and Bylaws 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 OSPS Office.
- D. 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.
- E. Student Chapters may be established in any recognized institute, college or university located within the State of Ohio whose curriculum includes courses of study leading to a career in the profession of surveying. Written petition to the Board of Directors 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.

- F. Each Chapter shall provide a Delegate to the Board of Directors who shall be the official liaison. The Delegate shall represent the Chapter at the Board of Directors meetings and has one vote in the actions of said committee. The Delegate should attend all State Board of Directors 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:

- A. An annual budget, prepared by the Finance Committee, shall be adopted by the Board of Directors. This budget shall be by fiscal year and followed unless exceptions are approved by the Board of Directors. Each member of the Board of Directors shall receive a copy of the proposed budget prior to its March meeting. Chapter Delegates shall take the budget to their chapters for ratification. The Board of Directors shall vote to officially adopt the budget at its May meeting.
- B. The Treasurer and the Executive Director shall prepare and the Finance Committee shall review monthly financial reports. These reports shall be in writing and shall be reviewed by the Board of Directors at their meetings. An annual financial report shall be distributed at the Annual Meeting.
- C. A review by the Finance Committee shall be made of the OSPS financial records soon after the end of each fiscal year. A full financial audit by a CPA shall be conducted every five (5) years.
- D. Prior to every board of directors meeting, all members of the finance committee shall review the prior two months bank statements and make a statement for the Secretary to record that each member reviewed the figures on the bank statements.
- E. Funds to sustain this organization's annual budget shall be derived from dues contributed by its members in accordance with Bylaw - DUES, monies realized from various activities, and any special assessments approved by the Board of Directors. Disbursements shall be approved by the Treasurer consistent with the annual budget or at the direction of the Board of Directors.
- F. Upon recommendation of the Board of Directors, Special Assessments may be collected from the OSPS Membership and disbursed to affiliate State, National or International association(s) per an agreement established by and between OSPS and said association(s). An affirmative majority vote of returned ballots by the entire membership is required for the Special Assessment to be adopted. Upon adoption and acceptance of an agreement by the Board of Directors, the Special Assessment will be incorporated into

the existing OSPS dues schedule and disbursed to the said affiliate association(s) as outlined in the Bylaws.

- G. Special accounts, (e.g., the OSPS Office'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 Board of Directors. The responsibility for the funds in these special accounts shall rest with persons to whom that responsibility is assigned by the Board of Directors. 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.
- H. Any newly activated Chapter or any other Chapter who has need may be provided with basic initial funds upon direction of the Board of Directors.

ARTICLE VII - OFFICERS

- A. The officers shall consist of a President, President-Elect, Immediate Past President, Secretary, Treasurer, and NSPS Director. These officers shall be elected from the roster of the Professional, Life and Retired Members. The NSPS Director must also be a Member of NSPS and must have been recently active in OSPS Board of Directors meetings.
- B. Terms
All officers shall serve a one (1) year term, except that the NSPS Director shall serve a three (3) year term. The Secretary, Treasurer and NSPS Director 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. Officer terms shall be that period between Annual Meetings.
- C. 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 Board of Directors by its November meeting. It is preferred that candidates have prior experience through recent activity with the Board of Directors 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 OSPS Office prior to the November meeting of the Board of Directors.
- D. Ballots
A ballot and available biographical data of the candidates shall be mailed to the voting membership on or before December 1. 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 OSPS officers at the Annual Conference shall be published.

E. Elections

All members shall be eligible to vote for the offices of President-Elect, Secretary, Treasurer, and NSPS Director. The ballots, as outlined above, must be returned to the OSPS Office a week prior to the January meeting of the Board of Directors. The ballots will be counted by the OSPS Office, and the results announced at the January Board of Directors meeting. The installation of the officers shall be at the Annual Conference.

F. Vacancies

The President shall fill any vacancy for the office of Secretary, Treasurer, and NSPS Director by appointment, subject to ratification by the Board of Directors. 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.

G. Duties - Officers

The duties of the officers shall be as follows:

1. The President shall preside at all meetings of OSPS and the Board of Directors and represent OSPS 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 and Communications 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 OSPS membership and of the Board of Directors and shall make copies of such Board of Directors meeting minutes available to the OSPS Office no later than ten (10) days prior to the next scheduled meeting.
5. The Treasurer shall oversee the financial records of all the OSPS funds. The Treasurer shall approve the disbursement of such funds in accordance with the annual budget or as directed by the Board of Directors and shall present a report of said activity at the Board of Directors and Annual Membership Meetings. The Treasurer will serve as the chair of the Finance Committee and member of the Scholarship Fund Committee.
6. The NSPS Director shall serve as a liaison between OSPS and NSPS (National Society of Professional Surveyors). The NSPS Director shall attend the annual meeting(s) of NSPS, officially representing OSPS at any council or board meeting(s) with full voting privileges as accorded by NSPS. The NSPS Director shall submit a written report of the activities of OSPS at the annual meeting(s) of NSPS, and a written report to OSPS semi-annually concerning the activities of NSPS.

H. Duties – Executive Director

1. The Executive Director shall be responsible for the operation of the organization under the direction of the Board of Directors and may serve as an ex-officio member on all committees except Management Review.

ARTICLE VIII – BOARD OF DIRECTORS

A. Duties

The Board of Directors shall have the power to act for OSPS between meetings of the general membership. It shall be responsible for determining and implementing OSPS policies and for the uses of all OSPS 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 Board of Directors shall be presented at the Annual Conference.

B. Composition

1. The Board of Directors shall be composed of:
 - (a) the six (6) elected officers;
 - (b) the Chapter Delegates;
 - (c) the two (2) Immediate Past Presidents in attendance and not currently serving as an elected officer or Chapter Delegate.
2. Each member shall have one (1) vote.

C. Quorum

Over one half (½) of the Board of Director 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 Board of Directors has been canvassed by ballot, or the action may be ratified at a subsequent meeting of the Board of Directors 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 Board of Directors and the membership will be notified of said meeting. Special meetings may be called by the Board of Directors by written notice to the membership at least thirty (30) days prior to the date of any such proposed meeting.
- B. The Board of Directors shall meet at least six (6) times during the year. A notice of and agenda for said meetings shall be distributed to the Board of Directors 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 Board of Directors 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. Board of Directors meetings shall be open to all members.

- C. All meetings of both the membership and the Board of Directors 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 Bylaw Review Committee shall be appointed at least every five (5) years to review the Constitution and bylaws and recommend amendments or revisions, if necessary.
- B. Amendments or revisions to the Constitution shall be submitted, in writing, to the Board of Directors for action at a scheduled meeting. Approval by the Board of Directors shall be by a minimum of two-thirds (2/3) affirmative vote for recommendation for adoption by the membership.
- C. The vote for adoption by the membership shall be conducted by mail. 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 OSPS Office by said date of tally shall constitute the vote of the membership. Ballots will be counted by the Executive Director who will report the results to the Board of Directors.
- D. Adoption of any Constitutional amendment or revision shall be by majority affirmative vote of said ballots as received by the OSPS Office and tallied by the Executive Director. 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 Board of Directors was informed of the tally.

ARTICLE XI - BYLAWS

Such Bylaws as are essential to the conducting of the affairs of the organization may be enacted or amended by the Board of Directors as long as they do not conflict with the intent of this Constitution. Enactment or amendment of bylaws shall be submitted in writing to the Board of Directors for action at a scheduled meeting. Approval by the Board of Directors shall be by a minimum of two-thirds (2/3) affirmative vote. All enacted or amended bylaws shall be published and distributed to the membership within ninety (90) days of enactment or amendment and shall bear an effective date that the Board of Directors approved the enacted or amended bylaws.

BYLAWS

BYLAW I – MEDIA PUBLICATIONS

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 Board of Directors. A website shall be maintained under the direction of the OSPS Office for the benefit of the members of the organization, the profession, and the public. Periodic digital updates may be published on social media outlets and/or by e-mail at the discretion of the Executive Director.

BYLAW II – OFFICE FACILITIES

An office for the conducting of OSPS 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.

BYLAW III – EXPENSES

- A. The President, President-Elect, NSPS Director, 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 OSPS's attendance is desired and approved by the OSPS 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 OSPS expense report form and submitted to the Executive Director for approval and payment.
- B. Any additional expenses shall be submitted to the Board of Directors for approval and payment.
- C. Requests for reimbursement of expenses shall be submitted within sixty (60) days.
- D. Staff Salaries
 - 1. Executive Director

A salary commensurate with the duties shall be paid to the Executive Director, the amount to be recommended annually by the Management Review Committee following the Executive Director's annual review, negotiated with the Finance Committee prior to adoption of the budget for the next year and approved by the Board of Directors as part of the budget adoption process.
 - 2. Staff

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

BYLAW 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. The Executive Committee shall have the power to act on behalf of OSPS between meetings of the Board of Directors. The members of the Executive Committee shall include the President, President Elect, Secretary, Treasurer, Immediate Past President, and NSPS Director. Minutes of the committee will be taken at each meeting and presented to the Board of Directors for approval.
 2. Program - The Program Committee shall work with the OSPS Office to establish the desired subjects and speakers for conferences and seminars.
 3. Membership - The Membership Committee shall promote membership in OSPS by reviewing membership recruitment and retention efforts and member benefits offered. The Committee shall annually review applications for OSPS Life Membership and present eligible individuals to the Board of Directors at its January meeting.
 4. Finance - The Finance Committee shall prepare an annual budget, make an annual review of OSPS's financial records at the end of each fiscal year, make recommendations to the Board of Directors regarding salaries, dues schedules and unusual expenses. The committee members will also review the monthly bank statements and financial reports. The Treasurer will serve as Chair of the committee. Members shall include the President, President-Elect, and a member at large appointed annually by the President. The appointed member shall be an ex-officio member of the Board of Directors.
 5. Past Presidents Council - The Past Presidents Council, consisting of all the available Past Presidents who are members in good standing, shall provide long range planning and guidance to the Board of Directors. The Immediate Past President will serve as Chair of the committee.
 6. Scholarship - The Scholarship Committee shall annually review applications for OSPS scholarships after the qualified applications are forwarded by the Columbus Foundation. The Scholarship Committee shall report the results of Columbus Foundation Scholarship Committee voting to the Board of Directors at the July meeting, after meeting with the Columbus Foundation Scholarship Board. The Committee shall periodically review the eligibility qualifications and award amounts and make recommendations to the Columbus Foundation OSPS Scholarship Committee. Voting members shall include the Scholarship Committee Chair, the OSPS President, President-Elect, Immediate Past President and Workforce Development and Outreach Committee Chair. The Scholarship Committee Chair, or their designee, shall represent the committee as a member of the Columbus

Foundation OSPS Scholarship Committee. Any chapter that offers a scholarship should provide a non-voting member to the Scholarship Committee.

7. Scholarship Fund Board - The Scholarship Fund Board shall accept, invest, monitor, review, reinvest, distribute funds exclusively set aside for scholarships. The Scholarship Fund Board shall consist of the committee chair, the OSPS treasurer, and up to three (3) appointed members. The appointed members each shall serve for three (3) years. One new member shall be appointed annually by the President at the March Board of Directors meeting. There shall be no more than one appointed member from any one Chapter. They shall be members in good standing of OSPS and reside in the State of Ohio. They may succeed themselves in office.
8. 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 February of each year and present to the Finance Committee, prior to the preparation of the budget for the next fiscal year, recommendations for adjustments to the Executive Director's salary.
9. Fundraising Committee - The Fundraising Committee shall coordinate the fundraising activities of OSPS, including the Benefit Social and Auction at the OSPS Annual Conference and other efforts, to increase donations to the OSPS Scholarship Fund or other funds and special projects as determined by the Fundraising Committee, OSPS Board of Directors 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.
10. Communications Committee - The Communications Committee shall provide guidance and advice regarding OSPS communication efforts, including but not limited to newsletters, website, public relations, and social media, and develop policies to recommend to the Board of Directors for implementation. The Communication Committee will have input on matters related to the overall presentation of OSPS, including organizational "branding" efforts. The Committee will be chaired by the current OSPS President-Elect.
11. Workforce Development and Outreach Committee – The Workforce Development and Outreach Committee shall promote surveying to students at all education levels as a profession by exhibiting at and/or participating in relevant conferences and programs. The committee will review and revise outreach materials as needed.
12. Awards and Recognition Committee – The Awards and Recognition Committee shall promote participation in the Member of the Year Award, as well as the Surveyor of the Past. The Committee shall annually review award nominations and recommend recipients to the Board of Directors. The Committee will review and revise award criteria as needed.

B. Special Committees

Special Committees - Special Committees or ad-hoc committees may be created (or disbanded) by the Board of Directors for a specific task(s). The President shall, at the first Board of Directors meeting following the Annual Meeting, review each Special Committee and sub-committee to determine if its task(s) have been completed.

C. Committee Meetings

Standing and special committees shall meet a minimum of once per year and 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 Board of Directors. An annual report of each committee's activities for the past year shall be forwarded to the OSPS Office in January for inclusion in the Annual Report.

BYLAW V – DUES

A. The Board of Directors will set the dues amount for each membership classification. The Finance Committee may review the dues structure every two (2) years and make a recommendation to the Board of Directors to increase dues, as deemed necessary.

B. Chapter Dues are determined by each chapter and communicated to the OSPS Office by May 1.

C. Initiation Fee

There shall be no initiation fee for new members.

D. Due Date

Dues contributions are payable within thirty (30) days of receipt of the dues notice. A dues notice shall be sent on or before July 1. A second notice shall be sent by approximately August 1 to all unpaid members. All unpaid members as of September 1 shall be sent a final notice advising them their membership will be canceled effective the thirtieth of September if payment is not received before said date. All unpaid members as of October 1 shall be removed from the Membership Roster. A list of removed members shall be furnished to the Chapters.

BYLAW VI – PROCEDURE FOR ESTABLISHING A CHAPTER

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

A. Contact the Board of Directors 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 OSPS members and other professional surveyors (if available) within the proposed Chapter area from the OSPS Office 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 Board of Directors 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 Board of Directors, 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 Board of Directors 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 OSPS within ninety (90) days of the approval of the Chapter formation.

BYLAW 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 OSPS 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 OSPS Board of Directors, at a regularly scheduled meeting, a letter requesting approval of the transfer along with the responses from the affected members.
- D. After the Board of Directors approval, the OSPS 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 OSPS Office shall dispose of the letters of response not sooner than ninety (90) days after the Board of Directors approval of the transfer.

BYLAW VIII – PROCEDURE FOR DISSOLUTION OF A CHAPTER

The Board of Directors may take action to dissolve a Chapter in the event (1) a Delegate has not been provided to an Board of Directors meeting for a period of twelve (12) consecutive months; (2) the Chapter has not elected officers nor had a Chapter meeting for a period of twelve (12) consecutive months; (3) Chapter dues pass-thru payments have not been deposited by the

Chapter before the end of either the fiscal year or calendar year and the appropriate reports submitted to the OSPS Office.

- A. The Board of Directors may direct the OSPS Office to give notice to each member of the affected Chapter that any of the above criteria have been met for dissolution of the Chapter and that steps for dissolution are being initiated.
- B. The Past Presidents Council shall be consulted and issue an opinion to the Board of Directors on whether the dissolution should take place.
- C. The Board of Directors may take official action to dissolve the Chapter after two-thirds (2/3) affirmative vote to do so.
- D. Members of the affected Chapter shall be notified and shall have sixty (60) days to respond as to their preference of which adjacent Chapter to join.
- E. The Board of Directors shall determine new Chapter boundaries along County boundaries, giving consideration to the preferences of the affected members as much as possible. All funds of the Chapter to be dissolved shall be remitted to the OSPS Office. Once new Chapter boundaries are determined by the Board of Directors, these funds shall be disbursed on a prorated basis to the adjoining Chapters gaining the members from the dissolved Chapter. The prorated amounts will be approved by the Board of Directors prior to transfer of funds. Adjacent Chapter Presidents shall be notified.
- F. Once dissolved, the OSPS name and logo or any other OSPS branding material cannot be used in conjunction with any activity of the former Chapter.

BYLAW – IX DEFINITIONS

- A. The fiscal year and member year for OSPS shall be July 1 - June 30.
- B. 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.

The Membership Roster shall include, but not necessarily be limited to, the member’s name, email and Chapter membership. Requests for the roster by affiliated or similar societies will be evaluated on a case-by-case basis.