

OHIO SOCIETY OF PROFESSIONAL SURVEYORS  
MIAMI VALLEY CHAPTER

CONSTITUTION AND BY-LAWS

PREAMBLE

This statement of Constitution and By-Laws of the Miami Valley Chapter of the Ohio Society of Professional Surveyors is hereby presented to indicate to all members, prospective members and members of affiliated societies the principles of organization of this Chapter stressing its willingness to cooperate as a Chapter of the Ohio Society of Professional Surveyors and its desire to mutually work with other societies to solve common problems.

Since the intent of this Constitution is to merely adopt that of the Ohio Society of Professional Surveyors, modified only where necessary to facilitate operation as a Chapter, entire Articles or portions of the Articles may be adopted herein by reference only to avoid redundancy.

CONSTITUTION

ARTICLE I – NAME

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-and the same. OSPS shall retain the branding, public domain, and all rights to the former organization PLSO. The name of this organization shall be the Miami Valley Chapter of the, Ohio Society of Professional Surveyors (OSPS), organized under Article V of the Constitution of said (OSPS), and does hereby recognize the OSPS Constitution as duly ratified and subsequently revised. For convenience and brevity, the name shall be referred to herein as “The Chapter”.

The geographical area of responsibility shall be Champaign, Clark, Darke, Greene, Miami, Montgomery, and Preble counties included by the State Executive Committee and subject to their revision as new chapters are formed.

ARTICLE II – PURPOSE

The Chapter is an organization representing the OSPS in this geographical area and those engaged in the scope of the profession. This Chapter hereby accepts Article II of the OSPS Executive Committee as its own. The Chapter shall, when requested, assist the OSPS Executive Committee on any OSPS related matters.

## ARTICLE III – MEMBERSHIP

The Chapter hereby accepts Article IV, Sections “A” through ”F” of the OSPS Constitution as its own.

- A. Membership Classifications and Qualifications shall be maintained by the Chapter Delegate in co-operation with the State Executive Director.
- B. Acceptance for Membership shall be maintained by the Chapter Delegate in co-operation with the State Executive Director.
- C. Privileges of Membership: Any action by the State Executive Committee shall be binding on The Chapter.
- D. Suspension and/or Expulsion: Any action by the State Executive Committee shall be binding on The Chapter.
- E. Reinstatement: Any action by the State Executive Committee shall be binding on The Chapter.
- F. Membership Roster: A Membership Roster shall be maintained by the Chapter Delegate in cooperation with the State Executive Director.

## ARTICLE IV – FINANCES

In order to conduct the business and activities of The Chapter in a responsible financial manner:

- A. An annual budget, prepared by the Finance Committee, shall be adopted by the Executive Committee subject to ratification by the general membership at each May chapter meeting. This budget shall be by state 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 at least sixty (60) days prior to the beginning of the state fiscal year.
- B. An annual report shall be made of the Treasurer’s ledgers and reviewed by the Finance Committee within thirty (30) days following the end of the state fiscal year. This report shall be submitted to the Executive Committee and distributed at each July chapter meeting.
- C. Funds to sustain The Chapter’s annual budget shall be derived from dues contributed by its members in accordance with By-Law II – DUES, monies realized from various activities, and any special assessments advocated by the Executive Committee. These funds shall be maintained in a separate checking account or other accounts as determined by the Executive Committee. Disbursement shall be made by the Treasurer consistent with the annual budget or at the direction of the Executive Committee.

- D. The Treasurer shall give a bi-monthly report and an annual report of The Chapter finances to The Chapter Executive Committee and to The Chapter Membership. The annual report shall be submitted to The Chapter Executive Committee within thirty (30) days following the end of the state fiscal year. The annual report shall be presented to The Chapter membership at each September meeting.
- E. In the event The Chapter shall become inactive for any reason, and is so certified to be inactive or defunct by OSPS, the treasury, records and appurtenances shall be transferred to the OSPS upon the course of action established in Bylaw VIII (Procedure for Dissolution of a Chapter).

## ARTICLE V – OFFICERS

The officers of The Chapter shall consist of a President, Vice President, Secretary, Treasurer, and Chapter Delegate.

- A. Eligibility:

These officers shall be elected from the Members in good standing of The Chapter Membership Roster. In addition, the Offices of President, Vice President and Chapter Delegate shall be elected from Professional Members.
- B. Term of Office:

The term of office for all Officers shall be one (1) year.

The Office of Treasurer shall be elected annually.

The Office of Secretary shall be elected annually.

The Office of Vice President shall be elected annually.

The Office of President shall be elected annually.

The Office of Chapter Delegate shall be elected annually.

Other elected Office holders may also be elected to the Office of Chapter Delegate. A written correspondence shall be provided to the Executive Director identifying the names and contact information of The Chapter Officers following the Annual Meeting with a notation that each member of the Executive Committee shall be accepted as an Alternate Delegate for Board of Directors meetings.
- C. Nominations:

A Nominating Committee shall be appointed at each September meeting and shall present a slate of candidates to the Executive Committee by 10 October. Additional nominations may be made by the membership by submitting nominations in writing to the Nominating Committee no later than 1 November.

The Nominating Committee shall prepare ballots listing the candidates for mailing by the Secretary with the next meeting notice to all the members. In the event there are no contested offices, ballots shall not be mailed.

D. Elections:

The ballots, as outlined above, must be returned to the Executive Committee by 15 December. A Tellers Committee, appointed by the President, shall tabulate the ballots by 31 December and report the results to the President before the Annual Meeting. The installation of officers shall be at the Annual Meeting.

E. Duties:

1. The President shall preside at all meetings of the Chapter and represent the Chapter and OSPS at all functions. He/She shall act as the Chief Executive Officer of The Chapter and shall appoint all committee members. He shall submit a written annual report at the conclusion of his term of office to the Membership detailing The Chapter's activities for the year.
2. The Vice President shall assume the duties of, or shall represent the President upon his request. The Vice President shall Chair the Education Committee.
3. The Secretary shall keep the minutes of all regular and special meetings of The Chapter and shall be responsible for keeping a record of all Chapter correspondence. The Secretary shall make copies of the previous meeting's minutes available to the Executive Committee at least five (5) days prior to distributing them to the members of The Chapter.
4. The Treasurer shall perform all duties consistent with Article IV, Finances, of this Constitution. The Treasurer shall Chair the Finance Committee.
5. The Chapter Delegate shall represent The Chapter on the OSPS Board of Directors and shall submit a written report to The Chapter of the OSPS Board of Directors' proceedings. He shall also submit a written report to the OSPS Board of Directors of The Chapter's proceedings.

F. Vacancies:

If the Office of President becomes vacant, the Vice President shall assume the Office of President and shall serve the remainder of this term. All other vacancies shall be filled by appointment by the Executive Committee. Said appointee shall serve until the next regular election.

## ARTICLE VI – EXECUTIVE COMMITTEE

- A. Membership: The Executive Committee shall consist of the five (5) elected Officers of The Chapter.
- B. Quorum: A majority of the members of the Executive Committee shall constitute a quorum provided it is attended by the President or Vice President. Any action taken without a quorum will not be official until such action can be ratified at a subsequent meeting determined to have a quorum present.
- C. Duties: The Executive Committee shall conduct all business of The Chapter during the calendar year. They shall be responsible for the determining and implementing of Chapter Policies and the uses of Chapter funds.
- D. Accountability and Recourse: The Executive Committee shall be accountable to the General Membership and any action by the Executive Committee shall be subject to a referendum by the Membership. Such referendum must be initiated by written petition of a minimum of one third of the Chapter Members. Said petition shall be presented to the Secretary. The Executive Committee shall cause a vote on the referendum to be held within thirty (30) days of receipt of the petition. Said vote shall be conducted under the same format as Article IX, “Amendments”.

## ARTICLE VII – STANDING COMMITTEE

Two (2) Standing Committees are hereby established. They are: Finance, and Education. Each Standing Committee shall consist of a Chair and two (2) members designated by the President. The Committee Chair shall be responsible for the activities of any Sub-Committees as specified under By-Law I and shall operate under the direction of the President and the Executive Committee.

## ARTICLE VIII – MEETINGS

- A. An Annual Meeting will be held each year in January for the purpose of installing the officers and organization of the upcoming calendar year.
- B. Regular Meetings of The Chapter shall be held as designated at the Annual Meeting.
- C. Special Meetings may be called by the Executive Committee by written notice to the Membership fifteen (15) days prior to the proposed meeting. The notice shall state the purpose, time, date and place of said Special Meeting.
- D. Executive Committee Meetings shall be held as necessary.

- E. All meetings shall be open to the General Membership and shall be governed by Robert's Rules of Order. These rules may be revised so long as they are not in conflict with any particular procedure as outlined herein.
- F. Unless suspended by majority vote of the Members present at any meeting, the order of business shall be as follows:
  - 1. Call to order and devotions
  - 2. Meeting topic (if any)
  - 3. Reading and acceptance of minutes of previous meeting(s)
  - 4. Treasurer's report
  - 5. Committee reports
  - 6. Unfinished business
  - 7. New business
  - 8. Remarks for the good of the order
  - 9. Adjournment

#### ARTICLE IX – AMENDMENTS

The Chapter hereby accepts Article X of the OSPS Constitution as its own, except the Secretary of The Chapter is substituted for the Executive Director in Paragraph "C" and "D".

Any Article or Section of the OSPS Constitution accepted and affecting The Chapter Constitution shall, if amended by the State Membership, be automatically amended herein. Where such amendments would be in conflict with The Chapter Constitution, a review committee shall be appointed to recommend revisions to The Chapter Constitution in order to resolve the conflicts.

#### ARTICLE X – BY-LAWS

Such BY-LAWS as are essential to the conducting of the Affairs of The Chapter may be enacted or amended by the Executive Committee as long as they do not conflict with the intent of this Constitution. Any new or revised BY-LAW shall become effective immediately upon a two-thirds (2/3) affirmative vote of the Executive Committee and shall be published with an effective date and distributed to the membership within (90) days of this date.

THIS CONSTITUTION AMENDED & APPROVED BY THE EXECUTIVE COMMITTEE, APPROVED BY A VOTE OF THE MEMBERSHIP TALLIED AND BECAME EFFECTIVE 25 MARCH 2026.

## BY-LAW I – COMMITTEES

- A. The Standing Committees established under Article VII shall have, but are not limited to, responsibility for the following Sub-Committees:
  - 1. Finance Committee
    - a) Budget
    - b) Audit
    - c) Membership
  - 2. Education Committee
    - a) Continuing Education
    - b) Seminars
- B. Each Committee Chair shall submit an annual written report of the activities of his Sub-Committee(s) to the Executive Committee.
- C. Additional Sub-Committees may be formed as needed and placed under the direction of the proper Standing Committee.

## BY-LAW II – DUES

The annual dues shall be \$20.00. Professional, Associate, Affiliate, Sustaining and Retired Members shall pay the same dues amount. Life and Student Members shall pay no dues.

## BY-LAW III – OFFICER EXPENSE

Expenses incurred while representing The Chapter at professional functions shall be submitted to the Executive Committee for approval and payment.

## BY-LAW IV – DEFINITIONS

Fiscal Year shall be the state fiscal year – 1 July through 30 June. The Chapter year shall be January 1 through December 31 and shall be from one Annual Meeting to the next Annual Meeting.

THESE BY-LAWS WERE LAST AMENDED BY THE CHAPTER EXECUTIVE COMMITTEE AND BECAME EFFECTIVE 25 MARCH 2026.