

**CONSTITUTION AND BY-LAWS**  
**OF THE LAHONTAN CHAPTER**  
**OF THE NEVADA ASSOCIATION OF LAND SURVEYORS**

We, being Professional Land Surveyors of Nevada desiring to advance the profession of land surveying, to assist in maintaining a high degree of professional ethics and to improve the proficiency of all Professional Surveyors in performing proper service to their clients and the public; do hereby associate ourselves together and adopt and subscribe to the following articles:

**ARTICLE 1 - NAME AND LOCATION**

**1.01 Name**

The name shall be the Lahontan Chapter of the Nevada Association of Land Surveyors.

**1.02 Location of Offices**

The Principal office shall be the office of the Secretary or a designated post office box.

**ARTICLE 2 - Objectives**

**2.01 Purpose**

The purpose of this association shall be:

- (a) To promote the common good and welfare of its members in their activities in the profession of land surveying.
- (b) To promote the common good and welfare of the public in terms of professional land surveying activities.
- (c) To promote and maintain the highest possible standards of professional ethics and practices.
- (d) To promote public awareness and trust in Professional Land Surveyors and their work.

**2.02 Scope**

This organization, in its activities and in its membership shall be non-political non-partisan, non-sectarian and non-discriminatory and local in its scope.

## **ARTICLE 3 - MEMBERSHIP**

The membership of the Chapter shall be as follows:

### **3.01 Regular Member**

Any person holding registration as a Professional Land Surveyor in the State of Nevada and is in good standing with the State Association may apply as a Regular Member.

### **3.02 L.S.I. Member**

Any person holding a certificate as a Land Survey Intern in the State of the Nevada and is in good standing with the State Association may apply as an L.S.I. Member.

### **3.03 Associate Member**

Any person who, in there profession relies upon the fundamentals of land surveying and is sponsored by a Regular Member of the Chapter and is in good standing with the State Association may apply as an Associate Member.

### **3.04 Student Member**

Any person who is a student in a college or university and is actively pursuing a survey-related education and is sponsored by a Regular Member of the Chapter and is in good standing with the State Association may apply as a Student Member.

### **3.05 Sustaining Member**

Any individual, company or firm who by their interests in the land surveying profession is desirous of supporting the purposes and objectives of this Association and is a member in good standing with the State Association may apply as a Sustaining Member.

## **ARTICLE 4 - FISCAL YEAR AND ANNUAL MEETING**

### **4.01 Fiscal Year**

The Fiscal Year of this chapter shall be from January 1<sup>st</sup> through December 31<sup>st</sup> inclusive.

### **4.02 Annual Meeting**

The Chapter Board of Directors shall schedule a General Membership Meeting in November of each year, which shall be know as the Annual Meeting.

## **ARTICLE 5- DUES AND FEES**

### **4.01 Dues**

Dues and fees shall be ratified by the Regular Membership prior to the Annual Meeting. If ratified, the increase or decrease shall become effective for the following Fiscal Year.

### **5.02 Fees for Special Events or Activities**

All fees for Special Events or Activities shall be established by the Board of Directors of this Chapter.

## **ARTICLE 6 - Officers, Directors and Chapter Representative**

### **6.01 Officers**

The officers of this chapter shall consist of a President, a Vice-President, a Secretary, and a Treasurer.

### **6.02 Directors**

There shall be three (3) Directors elected from the Regular membership of the Chapter.

At its discretion, the Board of Directors may, at its annual meeting, elect a former Director to the position of Honorary Director who will have the privilege of the floor but will have no voting rights.

### **6.03 Chapter Representative**

This chapter shall elect one representative. The representative shall serve as a member of the Board of Directors of the State Association.

## **ARTICLE 7- ADMINISTRATION**

### **7.01 Magnet**

The management and all business of the chapter shall be conducted by the Board of Directors, hereafter referred to as the Board of Directors.

### **7.02 Authority**

Authority of the Board of Directors to act on behalf of the Chapter shall be limited by this Constitution and By-Laws.

## **ARTICLE 8 - QUALIFICATIONS, ELECTION, INSTALLATION AND VACANCIES OF THE OFFICERS, DIRECTORS AND CHAPTER REPRESENTATIVE**

### **8.01 Qualifications**

To qualify as and Officer, Director or Chapter Representative, a person must be a Regular Member in good standing in the Association and the Chapter.

### **8.02 Election**

The Chapter Officers herein decried as the President Elect. Secretary, and Treasure along with the Chapter Directors and Representative shall be elected by a majority vote of the Regular Membership responding to a mail ballot for a period of one (1) year.

## **ARTICLE 9 - DUTIES OF THE OFFICERS, DIRECTORS AND CHAPTER REPRESENTATIVE**

### **9.01 President**

The President shall be the chief executive officer of the Chapter. It shall be the duty of the President:

- (a) To preside at all meeting of the members and of the Board of Directors
- (b) To sign all contracts and other instruments requiring the Seal of this Chapter and such other instruments as the Board of Directors may require.
- (c) The President may appoint committees and assign duties to them.
- (d) To represent the Chapter at the State Board of Directors Meetings as a Chapter Representative.

### **9.02 President Elect.**

The duties of the President-Elect are;

- (a) In the absence of the President or in the event of his/her inability to act, the President-Elect shall perform the duties of the President, and when acting so shall have all of the powers of the President.
- (b) The President-Elect shall perform such other duties as from time to time may be assigned to him by the President or by the Board of Directors.

### **9.03 Secretary**

The Secretary shall give due notice of all meetings to the General membership as appropriate.

- (a) He/she shall take minutes of all chapter meetings and make due record of same.
- (b) He/she shall prepare and keep such records as the Chapter may require and the Board of Directors may prescribe.
- (c) He/ she shall countersign all papers and document requiring the signature of the President. He/she shall be custodian of the Seal of the Chapter and shall have the authority to affix it to all papers and documents requiring said seal.

### **9.04 Treasurer**

The Treasurer shall prepare and keep such accounts as the Chapter may require and the Board of Directors may prescribe.

- (a) He/she shall have custody of the funds and securities of the Chapter.
- (b) Prepare and keep accurate, an accounting of receipts and disbursements as the President of the Chapter may require and the Board of Directors may prescribe.
- (c) Shall deposit all monies and other valuable effects in the name and to the credit of the Chapter in such depositories as may be designated by the Board of Directors.
- (d) He/she shall reimburse the funds of the Chapter as may be ordered by the Board of Directors, taking proper vouchers for such disbursements and shall rendered to the President and the Directors, at the regular meeting of the Board of Directors or whenever they may otherwise require, an accounting of all his/her transactions as Treasure and of the financial conditions of the Chapter.

### **9.05 Directors**

- (a) The President may assign the Directors to various standing and special committee.
- (b) The Directors shall constitute the Nominating - Teller Committee

## **ARTICLE 10 - CHAPTER REPRESENTATION TO THE STATE BOARD OF DIRECTORS**

### **10.01 Meeting Attendance**

If a Chapter Representative cannot attend a scheduled State Board of Directors Meeting.

- (a) He/she shall notify the Chapter President in advance and recommend a replacement.
- (b) The Chapter President shall appoint a replacement with preference given to members of the Chapter Board of Directors.

## **ARTICLE 11 - ANNUAL REPORTS**

The Officers and Board of Directors shall make reports annually to the Chapter at the regular annual meeting of the regular members, and to the State Board of Directors.

## **ARTICLE 12 - STANDING COMMITTEES**

### **12.01 Appointments**

The President shall appoint the following Standing Committees to serve during his tenure in office and each committee shall consist of not less than one (1) Member of the Chapter Board of Directors unless otherwise noted.

- 12.01 Membership
- 12.02 Education
- 12.03 Legislative
- 12.04 Ethics

### **12.05 Nominating - Teller**

The Nominating -Teller Committee shall:

- (a) Be composed of the three (3) Directors

## **ARTICLE 13 - SPECIAL COMMITTEES**

The Board of Directors and/or the President may create such special committees, as they or he/she deems necessary.

## **ARTICLE 14 - CHAPTER MEETINGS, PARLIAMENTARY LAW, AND ORDER OF BUSINESS**

### **14.01 Chapter Board of Directors**

The Board of Directors shall hold a regular business meeting, preferably two (2) weeks prior to the General Membership Meeting.

### **14.02 General Membership**

The Chapter Board of Directors shall schedule a General Membership Meeting monthly.

- (a) The date, time and place shall be determined by the Board of Directors.
- (b) The order of business shall be determined by the board.
- (c) Except in December, the Board of Directors shall schedule a Special Meeting of the General Membership for the expressed purpose of installing the newly elected Officers, Directors and Chapter Representatives.

### **14.03 Parliamentary Law**

The latest edition of Robert's Rules of Order shall govern the Chapter on all questions of parliamentary law.

### **14.04 Order of Business**

The order of business for Regular Meetings and the Annual Meeting shall be as follows:

- (a) Reading of minutes of the previous meeting
- (b) President's report, which shall include activities of the Board of Directors and such recommendations as it may desire to make the Chapter
- (c) Report of the Secretary
- (d) Report of the Treasurer
- (e) Report of the Standing Committees
- (f) Report of the special committees
- (g) Unfinished Business
- (h) New Business
- (i) Announcement of election of officers for the new year (Annual Meeting only)
- (j) Adjournment

#### **14.05 Order of Business**

The preceding order of business may be varied by the President and /or the Board of Directors at their discretion

#### **14.06 Quorum**

A quorum consisting of more than fifty percent (50%) of the membership of the Board of Directors shall be required to conduct any business,

### **ARTICLE 15 - Seals and Emblems**

#### **15.01 Emblem and Seal**

The official emblem adopted by the Board of Directors of the State Association.

#### **15.02 Use of the Association Emblem**

Regular Chapter Members in good standing may use the Association's name and emblem on their stationary, cards, advertising matters, office doors, firm signs and equipment.

#### **15.03 Seal of the Chapter**

The seal of the Chapter shall set forth its name, the year of incorporation of the State Association and the State of its incorporation.

### **ARTICLE 16 - Publications**

#### **16.01 Official Publication**

The Board of Directors may provide for an official publication of the Chapter to be issued periodically.

#### **16.02 Other Publications**

All other publications and press releases shall be composed under the direction of the Board of Directors.

## **ARTICLE 17 - EXPULSION AND SUSPENSION**

### **17.01 Violation of the Code of Ethics and the By - Laws**

In the event that any member knowingly violates these by-laws or any provision thereof, he/she shall be subject, after notice and hearing by the Board of Directors, to suspension or expulsion as a member of the Chapter.

## **ARTICLE 18 - AMENDMENTS**

### **18.01 Review for Compliance and Conformity**

Amendments to the By - Laws of this chapter may be adopted amended or repealed by a vote of a majority of the Directors at the Annual Meeting of the Chapter, provided the change is ratified by two-thirds of the votes received, within the time specified, from regular Chapter members.

AMENDMENT, Dated November 18, 1999; David Crook, President  
APPROVED November 25, 1999; David Crook, Present  
Amendment, Dated November 20, 2002: Micki J. Jefferson, President