

NEVADA ASSOCIATION OF LAND SURVEYORS	GUIDELINES PAGE 1 OF 5
CBL§§ 9.03 (a) EXECUTIVE SECRETARY • DUTIES	REVISION NO. 0 RE-APPROVED: 07/28/06

1.00 The Executive Secretary shall be appointed by the Association to fulfill the duties of the Secretary and/or Treasurer. In assuming the position of Executive Secretary, the Appointee shall adhere to the combined duties outline in this Guideline. These duties will vary from the duties outlined in CLB§§ 11.03, Secretary • Duties and CLB§§ 11.04, Treasurer • Duties.

2.00 REFERENCES

- 2.01 NALS Constitution and Bylaws (CBL), Article (§§) 9.03(a), Executive Secretary; CLB§§ 11.01, President; CLB§§ 11.02, President-Elect; CLB§§ 11.03, Secretary; CLB§§ 11.04, Treasurer; and CLB§§ 13.00, Standing Committees; and CLB§§ 14.00, Special Committees (Amendment 2000).
- 2.02 NALS Tax Exempt Status, IRC 501(c)(3), Form SS-4(3-69), Part 1 and Part 4 filed November 11, 1973; Employer Identification No. is 23 73228163.
- 2.03 The latest edition of the Robert's Rules of Order published by the Robert's Rules Association or its successor.
- 2.04 The Best of the Board Café, Hands-On Solutions for Nonprofit Boards by Jan Masaoka, CompassPaint – Wilder Books (Copyright 2003).
- 2.05 Bookkeeping Basics, What Every Nonprofit Bookkeeper Need to Know by Debra L Ruegg and Lisa M Venatrathnam, Larson Allen Public Service Group – Wilder Books (Copyright 2003).

3.00 SCOPE

The scope in itself is an index to the various sections of the guidelines, e.g.:

- 4.00 Important dates.
- 5.00 Secretary/Treasurer Duties Combined
- 6.00 Signing Official Documents
- 7.00 Official Membership Roll, and Dues and Fees
- 8.00 Executive Secretarial Service - Scope of Services
- 9.00 Executive Secretarial Service Evaluation
- 10.00 Guidelines and Forms
- 11.00 Guideline Approval

4.00 IMPORTANT DATES

- 4.01 In January of each year, the Annual Meeting, shall be held, CBL§§ 15.01. The time and place shall be determined by the Board of Directors. The outgoing Treasurer shall have on hand at the Annual Meeting:
 - (a) The Treasurer's Annual Financial Reports (Statement of Position and Statement of Activities) for the previous fiscal year.
 - (b) A list of members, segregated by chapters, who have paid their dues for the coming fiscal year.
 - (c) The necessary paper work that entitles the newly elected officers to sign corporation documents required by law.
- 4.02 January 15TH, no later than, the Appointee shall:
 - (a) Mail the second notices of annual dues to Association Members.
 - (b) Distribute the Chapter Membership Dues collected by the Association on behalf of each chapter between November 15TH and January 15TH.
 - (c) Distribute the National Society of Professional Surveyors (NSPS) Membership Dues collected by the Association on behalf of the Society between November 15TH and January 15TH.
- 4.03 February or March of each year, the Appointee shall compile a list of paid and suspended members, segregated by chapter, and distribute the list to the chapter secretaries.

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- 4.04 February through June, the Annual Conference, CBL §§ 15.06, shall be scheduled at a time and place as determined by the Board of Directors.
- 4.05 March 15TH, no later than, the Appointee shall:
- (a) Mail “a notice of suspension for non-payment of annual dues to those Association members who have not paid their annual dues.”
 - (b) Distribute the Chapter Membership Dues collected by the Association on behalf of each chapter between January 15TH and March 15TH.
 - (c) Distribute the National Society of Professional Surveyors (NSPS) Membership Dues collected by the Association on behalf of the Society between January 15TH and March 15TH.
- 4.06 April 1ST through the 24TH, the Nevada State Board of Professional Engineers and Land Surveyors will schedule the following examinations for licensure as a Professional Land Surveyors (Principles and Practice of Land Surveying) and for Land Surveying Interns (Fundament of Land Surveying). The examination dates for licensure and internship are dictated by NRS 625.280, NAC 625.310 and 625.320 and the National Council of Examiners for Engineers and Land Surveyors' examination schedules.
- 4.07 May 15TH, no later than, the Appointee shall file with the Internal Revenue Service Form 990 as stipulated in IRS Code 501(c) and Form 1023 as stipulated in IRS Code 501 (c) (3).
- 4.08 June 15TH, no later than, the Appointee shall:
- (a) Distribute the Chapter Membership Dues collected by the Association on behalf of each Chapter between March 15TH and June 15TH.
 - (b) Distribute the National Society of Professional Surveyors (NSPS) Membership Dues collected by the Association on behalf of the Society between March 15TH and June 15TH.
 - (c) The Appointee shall compile a list of paid and suspended members, segregated by chapter, and distribute the list to the chapter secretaries.
- 4.09 October 1ST through 30TH the Nevada State Board of Professional Engineers and Land Surveyors will schedule an examination for Professional Land Surveyors and Land Surveyor Interns (See § 4.04 above).
- 4.10 October 31ST, no later than, the Nomination Committee shall present to the Board of Directors its nominations for the next year's Association Officers, CBL §§ 20.01 (a).
- 4.11 November 15TH, no later than:
- (a) Regular Members may submit their nominations for Association Officers to the Secretary, CBL §§ 20.01 (b).
 - (b) The Treasurer shall mail the first notice of annual dues.
- 4.12 November 30TH, no later than:
- (a) The Appointee shall mail the ballots to the Regular Members, CBL §§ 20.01 (c). The Regular members shall receive instruction with the ballot stating that the ballot must be received by the Appointee on or before December 20TH, CBL §§ 20.01 (d).
 - (b) The Appointee, as the Resident Agent of the Association, shall file with the Secretary of State, NRS 78.150 through NRS 78.185, a list of Association Officers and other Directors together with their current address. The list shall be certified by the President and Secretary, CBL §§ 11.03 (f).
 - (c) The Appointee shall pay the annual corporation fees to the Secretary of State as stipulated in NRS 18.150 and obtain a formal certificate, CBL §§ 11.04 (a).
- 4.13 December 20TH, no later than, the Appointee shall receive from the regular members their ballot for Association Officers, CBL §§ 20.01 (d).
- 4.14 December 27TH, no later than, the ballots for the Association Officers shall be counted by the Appointee.

5.00 SECRETARY/TREASURER DUTIES COMBINED

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- 5.01 The Appointee acting as the Association Secretary shall adhere to the “on-or-before-dates” as indicate in § 4.00 IMPORTANT DATES, and keep all of the official records of the Association.
- (a) A copy of the Article of Incorporation dated November 2, 1973, and copies of those forms required by NRS 78.150 TO NRS 78.185.
 - (b) A copy of NALS Tax Exempt Status, IRC 501(c)(3), Form SS-4(3-69), Part 1 and Part 4 filed November 11, 1973; Employer Identification No. 23 73228163.
 - (c) The Association’s Constitution and Bylaws, past and present.
 - (d) Meeting Notices for all regular and special meeting during the fiscal year.
 - (e) Agendas for all regular and special meeting during the fiscal year.
 - (f) Action Lists for all regular and special meeting during the fiscal year
 - (g) Minutes of all regular and special meetings of the Board of Directors
 - (h) Log all motions and resolutions in a year-sequential number format.
 - (l) Officers Reports with attachments (correspondence pertinent to the report)
 - (j) Standard and Special Committee Reports with attachments (correspondence pertinent to the report)
 - (k) Correspondence: Incoming and outgoing.
 - (l) Convention, Seminars, Workshop and Breakfast Round Table flyers, programs, attendance and financial reports.
 - (m) Election reports.
 - (n) OFFICIAL PHOTOGRAPHS: Installation of officers, etc.
 - (o) Guidelines and related forms.
- 5.02 The Appointee acting as the Association Treasurer shall adhere to the “on-or-before-dates” as indicate in § 4.00 IMPORTANT DATES, and shall:
- (a) Prepare and keep accounts as the Association may require or the Board may prescribe, CBL §§ 11.04(b).
 - (b) Have custody of the funds and securities of the Association, CBL §§ 11.04(c).
 - (c) Prepare and keep accurate accounts of receipt and distributions as the President of the Association may require and the Board may subscribe, CBL §§ 11.04(d).
 - (d) Deposit all moneys and other valuable assets in the name and to the credit of the Association in such depositories as may be designated by the Board, CBL §§ 11.04(e).
 - (e) Distribute the funds of the Association as may be ordered by the Board, taking proper vouchers for such distribution, CBL §§ 11.04(f).
 - (f) Render to the Association’s Fiscal Budget Committee (President-Elect, Secretary and Treasurer) a *monthly accounting* of transactions and the financial condition of the Association, CBL §§ 11.04(g).
 - (g) Render a full Financial Report (statement of position and statement of activities) annually.
 - (h) Mail annual dues notices to the membership by November 15TH (first), January 15TH (second) and March 15TH (notice of suspension for non-payment). Send copy of the “Notice of Suspension for Non-Payment of Dues” to the Association’s Chapter Secretaries.
- 5.03 The Appointee shall acting as an advisor to the various Standards and Special Committees. The limit of this advisory capacity shall be determined by each committee’s budget.

6.00 SIGNING OF OFFICIAL DOCUMENTS

- 6.01 The Board of Directors may grant the Appointee the power to counter-sign specific documents. This power/authority to counter-sign document in lei of the Secretary or Treasurer or in absents of the President or President-Elect shall be granted each fiscal year at the annual meeting and noted in the minutes as a motion or resolution.

7.00 OFFICIAL MEMBERSHIP ROLL AND DUES

- 7.01 The Appointee shall keep the membership roll up to date with:

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- (a) The Regular (RE), Land Surveyor Intern (LS), Associate (AS), Student (ST), Sustaining (SU), Corresponding (CR) and Honorary Life (HM) members being enrolled alphabetically.
 - (b) After the member's name, his/her mailing address should be entered, followed by the E-mail address and then member's license number.
 - (c) Next to be recorded is the member's status in the Association as a State Only (SO) and Chapters: Great Basin (GB), Lahontan (LH) and Southern Nevada (SN) and if they are a member of the National Society of Professional Surveyors (NSP).
 - (d) An examples of a Regular Member in the Lahontan Chapter who is also a member of the National Society of Professional Surveyors would be recorded as RE/LH/NSP; a Regular Member in the Southern Nevada Chapter would be recorded as RE/SN; a Land Surveyor Intern in the Great Basin Chapter would be recorded as LS/GB, etc.
- 7.02 Current Regular, LSI, Associate and Student members' annual state and chapter dues – The Appointee shall send annual dues notices to these members and bill them according to the rates shown on the latest approved Membership Application Form (Form) or as published in "The Nevada Traverse."
- 7.03 Current Regular, LSI, Associate and Student members' state only annual dues – The Appointee shall send annual dues notices to these members and bill them according to the rates shown on the latest Form as published in "The Nevada Traverse."
- 8.04 Current Corresponding members and Sustaining - The Appointee shall send annual dues notices to these members and bill them according to the rates shown on the latest approved Form or as published in "The Nevada Traverse."
- 7.05 New prospective Regular, LSI, Associate Members and Student members shall submit an application for membership and pay the dues and fees shown on the latest membership form or as published in "The Nevada Traverse." The Appointee shall prepare a letter for the President to sign welcoming the7
- 7.06 The Fiscal Budget Committee, CBL §§ 19.02, shall establish the policy for *prorating annual* dues for those new members that apply for membership after the beginning of the fiscal year.
- 7.07 The policy of *prorating membership dues* shall be decided by the Board at the Annual Meeting in January and recorded in the minutes as a motion or resolution.
- 7.08 Prospective Regular Members, who have passed the Professional Land Surveyors examination and are duly licensed by the Nevada State Board of Professional Engineers and Land Surveyors, shall be invited by the Board and Chapters to become Regular Members of the Association. If they accept and have filed the appropriate membership application with the association, their *initiation fees* and *state and chapter dues* will be waived for one year.
- 7.09 Prospective new members who have received their license by reciprocity from the Nevada State Board of Professional Engineers and Land Surveyors – If they choose to become a member, they shall be billed at the same rate as new members.

8.00 EXECUTIVE SECRETARIAL SERVICE – SCOPE OF SERVICES

- 8.01 Prior to submitting a Scope of Services Contract to the Association's Fiscal Year Budget Committee for review, the Executive Secretarial Services (Appointee) shall review this guideline and recommend changes in the services required by this guideline.
- 8.02 The Fiscal Year Budget Committee shall, after reviewing the Scope of Services Contract and negotiating the differences, and submit the contract to the Board for approval.

9.00 EXECUTIVE SECRETARIAL SERVICE EVALUATION

In approved Guideline CBL §§ 11.02, President-Elect • Duties, the chairmanship of the Executive Secretarial Service Evaluation Committee has been delegated to the President-Elect.

- 9.01 The Secretarial Service provider shall be evaluated on the following criteria:
- (a) The ability to adhere to the "on-or-before" dates indicate in § 4.00 IMPORTANT DATES.
 - (b) Perform the duties outlined in § 5.00 SECRETARY/TREASURER DUTIES COMBINED.
 - (c) Perform the Duties outlined in § 7.00 OFFICIAL MEMBERSHIP ROLL AND DUES

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- (d) Perform the services outlined in the Appointee's contract and provide those services on time.
- (e) The appointee's ability to communicate with members of the Board.

10.00 THE GUIDELINES & FORMS

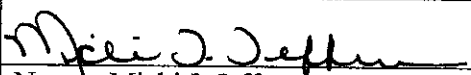
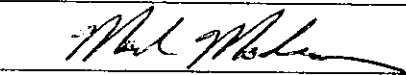
The guidelines outline the duties of the Officers and Chapter Representative, Standard and Special Committees Chairmen and the Executive Secretary.

- 10.01 The guidelines are to be filed in a numerical order; the order shall correspond with each section of the Constitution and Bylaw numerical system.
- 10.02 The guideline forms shall be filed in an appendix to the guidelines. The forms shall be numbered in a numerical order which shall correspond to the numerical system of the guideline to which they are an appendage.

11.00 GUIDELINE APPROVAL

This guideline, Revision "0" was approved by the Board of Directors on the 14 day of January, 2005 and duly noted in the official minutes.

This guideline, Revision "0," was re-approved by the Board of Directors on the 28 day of July, 2006 and was duly noted in the official minutes.

	
Name: Micki J. Jefferson	Name: Mark D. Morberg
President 2006	Secretary 2006

APPROVALS

Revision 0 • Approved 01/14/05

Revision 0 • Re-approved 07/28/06