

<b>NEVADA ASSOCIATION OF LAND SURVEYORS</b>	<b>GUIDELINES</b>
	<b>PAGE 1 OF 4</b>
<b>CBL§§ 13.2 MEMBERSHIP COMMITTEE • DUTIES</b>	<b>REVISION NO. 0</b> <b>RE-APPROVED: 07/28/06</b>

**1.00 PURPOSE**

The Membership Committee is responsible for representing the Members (Regular, Land Surveyor Interns, Associate and Students) in the Association. The Committee also has the responsibility of recruiting new members through various means. Therefore, this guideline outlines the responsibilities and duties in regards to representation and recruiting.

**2.00 REFERENCES**

- 2.01 The latest amended Association’s Constitution and Bylaws.
- 2.02 The latest edition of the Robert’s Rules of Order published by the Robert’s Rules Association or its successor.
- 2.03 The Nevada Association of Land Surveyors “Board of Directors Manual of 1993.”

**3.00 SCOPE**

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

- 4.00 Brief History of Membership
- 5.00 Important Dates
- 6.00 Official Membership Roll
- 7.00 Board of Professional Engineers and Land Surveyors’ Roster
- 8.00 Membership Committee - Organization
- 9.00 Association Membership Committee - Duties
- 10.00 Chapter Membership Committee - Duties
- 11.00 Committee Reports
- 12.00 Budget
- 13.00 Approval of Guidelines

**4.00 BRIEF HISTORY OF MEMBERSHIP**

- 4.01 *Regular Member (RLS): [RE]* – Any person holding a registration as a Land Surveyor in the State of Nevada may apply as a Regular Member [CBL§§ 3.01 from 1973 – 1990].
- 4.02 *Regular Member (PLS): [RE]* – Any person holding registration as a Professional Land Surveyor in the State of Nevada may apply as a Regular Member [CBL§§ 3.01 from 1990-Present].
- 4.03 *Land Surveyor in Training [LSIT]* – Any person holding a certificate as a Land Surveyor in Training (in the State of Nevada) may apply as a LSIT Member [CBL§§ 3.02 from 1983-1998].
- 4.04 *Land Surveyor Intern [LSI]* - Any person holding a certificate as a Land Surveyor Intern (in the State of Nevada) may apply as an LSI member [CBL§§ 3.02 from 1998-Present].
- 4.05 *Associate Member [AS]* – Any person who, in their profession, relies upon the fundamentals of land surveying and is sponsored by a regular Member of the Association may apply as an Associate Member [CBL§§ 3.03 from 1973 –Present].
- 4.06 *Student Member [ST]* – 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 Association may apply as a Student Member [CBL§§ 3.04 from 1983 – Present].
- 4.07 *Sustaining Member [SU]* – Any individual, company or firm, who by their interest in the land surveying profession is desirous of supporting the purpose and objective of this Association may apply as a Sustaining Member [CBL§§ 3.05 from 1973 – Present].
- 4.08 *Life Member [LM]* - A Life Member shall be: (a) A minimum of 65 years of age unless approved by the board of State Board of Directors. (b) Nominated in writing by a Regular Member and approved by the Chapter Board of Directors. (c) Approved by 75% of the State Board of Directors and (d) Considered a Regular Member [CBL§§ 3.06 from 1993 – Present].

**CBL §§ 13.2 MEMBERSHIP COMMITTEE • DUTIES**  
**REVISION NO. 0 • RE-APPROVED: 07/28/06**

4.09 *Corresponding Member [CO]* – Any non-resident person living out of state may apply as a corresponding member with the same privileges an Associate Member [CBL §§ 3.07 from 1998-Present].

**5.00 IMPORTANT DATES**

5.01 January 15<sup>TH</sup>, no later than, the Treasurer/Secretary/Executive Secretary shall:

- (a) Distribute the Chapter Membership Dues collected by the Association on behalf of each Chapter between October 15<sup>TH</sup> and January 15<sup>TH</sup>.
- (b) Distribute the Roll of Chapter Members, paid and delinquent.

5.02 March 15<sup>TH</sup>, no later than, the Treasurer/Secretary/Executive Secretary shall

- (a) Mail a notice of suspension for non-payment annual dues to those members who have not paid their annual dues.
- (b) Distributed the Chapter Membership Dues collected on behalf of each chapter between January 15<sup>TH</sup> and March 15<sup>TH</sup>.
- (c) Distribute the Roll of Chapter Members, paid and delinquent.

5.03 June 15<sup>TH</sup>, no later than, the Treasurer/Secretary/Executive Secretary shall:

- (a) Distribute the Chapter Membership Dues collected on behalf of each chapter between March 15<sup>TH</sup> and June 15<sup>TH</sup>.
- (b) Distribute the Roll of Chapter Members, paid and delinquent.

**6.00 OFFICIAL MEMBERSHIP ROLL**

6.01 Official Association Membership Roll – This roll identifies, first the status of membership: Regular (RE), Land Surveyor Intern (LSI), Associate (AS), Student (ST) or a Life Member (LM); secondly the chapter they belong to: Great Basin (GB), Lahontan (LH), Southern Nevada (SN) or State Only (SO); thirdly, if they are a member of the National Society of Professional Surveyors (NSP); fourthly, if they are Non-members (NM).

6.02 The Treasurer/Secretary/Executive Secretary shall enroll the members, e.g.:

- (a) Regular – Great Basin – National Society of Professional Surveyor: RE/GB/NSP
- (b) Land Surveyor Intern – Lahontan; LSI/LH
- (c) Associate – Southern Nevada – NSP; AS/SN/NSP
- (d) Student – State Only; ST/SO
- (e) Non-member – Status (PLS/LSI) - Chapter Area; NM/PLS/GB: *These classifications are essential to the Membership Committee as targets for recruitment.*

**7.00 BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS ROSTER**

7.01 The Nevada State Board of Professional Engineers and Land Surveyors (NSB of PE&LS) maintain a roster of both registered Land Surveyors and Interns in the state of Nevada. This roster is an excellent source of information when it comes to recruiting new member, both Professional Land Surveyors and Land Surveyor Interns.

7.02 The NSB of PE&LS maintains a web site that displays land surveyor registrants on the roster by License Number, Name (last, first, initial), Location: City-State, Telephone Number And License Dates. The Land Survey Intern information only display the intern's LSI Number, Name (last, first, initial) and Initial Date.

7.03 To obtain all the information which includes the Name, Location (Street, City-State and Zip), Telephone Number and Initial Date. The President or Secretary should write a letter, each year, to the NSB of PE&LS formally requesting this information.

**8.00 MEMBERSHIP COMMITTEE - ORGANIZATION**

8.01 A member of the Board of Directors, Officer or Chapter Representative, is selected and assigned the duty of Committee Chairman.

**CBL §§ 13.2 MEMBERSHIP COMMITTEE • DUTIES**  
**REVISION NO. 0 • RE-APPROVED: 07/28/06**

8.02 The other members of the Membership Committee shall be the three Chapter Committee Chairmen or a representative of that committee who has been assigned by the Chapter Chairman.

**9.00 ASSOCIATION MEMBERSHIP COMMITTEE - DUTIES**

The Membership Committee's responsibility is to represent the members (RE, LSI, AS, ST, SO, and even NM) before the Board of Directors.

9.01 The Association Committee has the responsibility of:

- (a) Developing questionnaires and oral surveys to send to and contact members and non-members.
- (b) Determining the concern of the membership regarding their representation, or types of events or programs, etc. that interest them.
- (c) Developing goals and objectives that respond to their interests and concerns.

9.02 In the field of recruitment of non-members (PLS/LSI and Potential Associates), the Committee has the responsibility of:

- (a) Developing materials that extol the purposes and accomplishments of the Association in the fields of education and legislation.
- (b) Developing questionnaires designed to be distributed to non-members and oral surveys that require personal contacts.
- (c) Developing goals and objectives that respond to their interests and concerns

**10.00 CHAPTER MEMBERSHIP COMMITTEE - DUTIES**

The Chapter Committee's responsibility is to represent the chapter members (RE, LSI, AS, SO, ST and even NM) before the Chapter's Board (Directors or Executive). The Association has three chapters whose boundaries incorporate heavily populated urban areas to sparsely populated rural areas. Therefore, in the rural areas the programs requirement will vary from the urban areas, but the basic duties and responsibilities remain the same:

10.01 Collectively the Association's Membership Committee members have to develop goals and objectives for the Association and Chapters. This does not preclude the Chapter from amending the goals to meet the needs of its membership.

10.02 First and foremost the Chapter represents the members and non-members in its geographical boundaries. Therefore, the Chapter Membership Committee has the following responsibilities:

- (a) Developing a questionnaire that is geared to local issues that concern the area membership.
- (b) Integrating the Association's concerns into the questionnaire.
- (c) Develop line of communication with non-members within the Chapter's geographical boundaries.

10.03 Communicate with the membership by written means and oral conversations.

**11.00 COMMITTEE REPORTS**

11.01 All committee reports shall:

- (a) Be on 8 ½" x 11", 20 lb. weight plain white paper.
- (b) Have the following heading, centered, in bold letters:

**NEVADA ASSOCIATION OF LAND SURVEYORS**  
**BOARD OF DIRECTORS MEETING**  
**MONTH-DAY, YEAR • PLACE, CITY, STATE**

- (c) The name of the Committee preceded by CBL Number and name followed by the reporter's name in parentheses, e.g.: **CBL 13.2 MEMBERSHIP COMMITTEE (Bernie Brown)**
- (d) The report should include, besides the body of the report, the date, place and the names of those member of the committee who attended and did not attend.
- (e) Attach all pertinent correspondence to the report in a chronological order and mention the same in the report chronologically.

**CBL §§ 13.2 MEMBERSHIP COMMITTEE • DUTIES**  
**REVISION NO. 0 • RE-APPROVED: 07/28/06**

(f) When writing an agency, firm or others as an official representative of the Association, use the Association's letter head.

11.02 The committee report shall not:

- (a) Be written on company letterhead or association letterhead.
- (b) Be on the reverse side (double sided) or written on previous used paper with printing on the reverse side. When scanning or microfilming these records, the reverse side print may be ghost printing in the back ground of the scanned or microfilmed page.

**12.00 BUDGET**

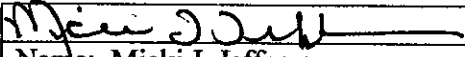
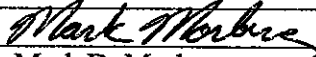
The Membership Committee (Committee) shall receive prior to the Annual Meeting, as will other standing and special committees, a preliminary budget from the Fiscal Year Budget Committee (FYBC) chaired by the President-Elect. It is the duty of the Committee Chairman too:

- (a) Review the preliminary budget.
- (b) Adjust the budget for the anticipated new expenses or preliminary expenses not required.
- (c) Submit the adjusted budget to the FYBC Chairman at the Annual Meeting. This budget will be reviewed by the FYBC and adjusted to meet the Association's projected income.

**13.00 APPROVAL OF GUIDELINE**

This guideline, Revision "0" was approved by the Board of Directors on the 18 day of March, 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 duly noted in the official minutes.

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

**APPROVALS**

Revision No. 0 • Approved 03/18/05

Revision No. 0 • Re-Approved 07/28/06