

<b>NEVADA ASSOCIATION OF LAND SURVEYORS</b>	<b>GUIDELINES PAGE 1 OF 4</b>
<b>CBL§§ 11.01 PRESIDENT • DUTIES</b>	<b>REVISION NO. 0 RE-APPROVED: 07/28/06</b>

**1.00 PURPOSE**

The purpose of this guideline is to outline the full range of duties and responsibilities of the President as the Chief Executive Officer.

**2.00 REFERENCES**

- 2.01 NALS Constitution and Bylaw (CBL) Article (§§) 11.01, President (2004 Amendment).
- 2.02 The latest edition of the Robert's Rules of Order published by the Robert's Rules Association or its successor.
- 2.03 American Society of Association Executives, <http://www.asaenet.org>.
- 2.04 The Best of the Board Café By Jan Macaoka, CompassPoint – Wilder Book (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 Duties
- 6.00 Keeping Records
- 7.00 Signing Official Documents or Correspondence
- 8.00 Guidelines & Forms
- 9.00 Approval of Guideline, CBL§§ 11.03

**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 15<sup>TH</sup>, no later than, the Treasurer 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 15<sup>TH</sup> and January 15<sup>TH</sup>.
- (c) Distribute the National Society of Professional Surveys (NSPS) Membership Dues collected by the Association on behalf of the Society between November 15<sup>TH</sup> and January 15<sup>TH</sup>.

4.03 February or March of each year, the Secretary shall obtain a list of paid members, segregated by chapter, from the Association's Treasurer and distribute said list to the chapter secretaries.

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 15<sup>TH</sup>, no later than, the Treasurer 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 the Association on behalf of each chapter between January 15<sup>TH</sup> and March 15<sup>TH</sup>.
- (c) Distribute the National Society of Professional Surveys (NSPS) Membership Dues collected by the Association on behalf of the Society between January 15<sup>TH</sup> and March 15<sup>TH</sup>.

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- 4.06 April 1<sup>ST</sup> through the 24<sup>TH</sup>, 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 15<sup>TH</sup>, no later than, the Treasurer 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 15<sup>TH</sup>, no later than, the Treasurer shall:
- (a) Distribute the Chapter Membership Dues collected by the Association on behalf of each Chapter between March 15<sup>TH</sup> and June 15<sup>TH</sup>.
  - (b) Distribute the National Society of Professional Surveys (NSPS) Membership Dues collected by the Association on behalf of the Society between March 15<sup>TH</sup> and June 15<sup>TH</sup>.
- 4.09 October 1<sup>ST</sup> through 30<sup>TH</sup> the Nevada State Board of Professional Engineers and Land Surveyors shall schedule an examination for Professional Land Surveyors and Land Surveyor Interns (See § 4.04 above).
- 4.10 October 31<sup>ST</sup>, 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 15<sup>TH</sup>, no later than:
- (a) Regular Member 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 30<sup>TH</sup>, no later than:
- (a) The Secretary shall mail the ballots to the Regular Members, CBL§§ 20.01 (c). The Regular member shall receive instruction with the ballot stating that the ballot must be received by the Secretary on or before December 20<sup>TH</sup>, CBL§§ 20.01 (d).
  - (b) The Secretary, 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 Treasurer 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 20<sup>TH</sup>, no later than, the Secretary shall receive from the regular members their ballot for Association Officers, CBL§§ 20.01 (d).

**5.00 DUTIES**

The President shall:

- 5.01 Be the chief executive officer of the Association and preside at all meeting of the Board of Directors (Board), CBL§§11.01(a)(b).
- 5.02 In conjunction with the Board, set the date, time and place for the quarterly or special Board meetings.
- 5.03 Notify all members of the Board through the Secretary, CBL§§ 11.03(a), or Executive Secretary, CBL§§9.03(a), of the date, time and place of the next Board Meeting. The notification should be sent out 30 days prior to the meeting.
- 5.04 Establish long and short term goals, objectives and priorities for the Association so it may meet the membership needs. This can be accomplished by preparing an action list for the year.
- 5.05 Appoint the chairman of Standard and Special Committees in accordance with CBL§§ 13.00 and CBL§§ 14.00.
- 5.06 Direct the Secretary, CBL§§ 11.03 to prepare a three-ring binder containing the following information that shall be distributed to the Board Members at the Annual Meeting:
- (a) The current Constitution and Bylaws.

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- (b) Incorporation documents: IRS Form 1023, Determination Letter and State Determination Letter; and most recent Form 990 filed with the IRS.
- (c) Previous year's annual report.
- (e) Previous year's budget and fiscal report.
- (f) The President's Action Plan or Goal for the forth coming year.
- (g) Officers Guidelines.
- (h) Committee Guidelines, Standard and Special, to be distributed to the chairman of a specific committees.

- 5.07 Be the primary liaison with the Nevada State Board of Professional Engineers and Land Surveyors.
- 5.08 Be the primary spokesperson for the Association to the media at large, unless this function has been assigned to a particular committee for a particular function.
- 5.09 Report to the membership on the status of the Association.

**6.00 KEEPING RECORDS**

As the Chief Executive Officer the President shall:

- 6.01 File all Agendas and Action Lists from quarterly or special meetings, CBL§§ 15.02(b) and CBL§§ 15.03.
- 6.02 Ensure that the Secretary distributes a written report to the membership within 35 days of all business transactions at all Regular and Special Meetings, CBL§§15.04.
- 6.03 Ensure that all the officers and committee chairman, standing and special, write committee reports according to the Association's approved report writing standards.
- 6.04 Ensure that the Secretary logs all motions & resolutions in a year-sequential number format.
- 6.05 Ensure that the Quarterly reports for publication in the media are approved by the Board.
- 6.06 Attach all correspondence or copies thereof, incoming and outgoing, to the President's quarterly report.

**7.00 SIGN OFFICIAL DOCUMENTS OR CORRESPONDENCE**

As the Chief Executive Officer, the President shall:

- 7.01 Sign all contracts and other instruments requiring the Seal of the Association and other such instruments as the Board may require, CBL§§11.01. If the Seal of the Association is required, then the instruments must be countersigned by the Secretary, CBL§§11.03, and include, but not limited to the following.
  - (a) Documents required by NRS 78.150 through 78.185.
  - (b) Constitution and Bylaws
  - (c) Membership Certificates
  - (d) Any special proclamations: Surveyor of the Year, Honorary Life Membership, Memoriam Awards, Certificate of Attendance (PDH), etc.
  - (e) Contracts, unless the power has been granted by the Board to the Executive Secretary, or a Standard or Special Committee. The power to sign a contract must be noted in the minutes of the Annual Meeting and can be only granted for a period of one year.
  - (f) Guidelines.

**8.00 GUIDELINES & FORMS**

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



- 8.01 The guidelines are to be filed in a numerical order; the order shall correspond with each section of the Constitution and Bylaw numerical system.
- 8.02 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 they are an appendage too.

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**9.00 APPROVAL OF GUIDELINE**

The original 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 No. 0 • Approved 01/14/05

Revision No. 0 • Re-approve 07/28/06