

NEVADA ASSOCIATION OF LAND SURVEYORS	GUIDELINES PAGE 1 OF 3
CBL §§ 11.02 PRESIDENT-ELECT • DUTIES	REVISION NO. 0 RE-APPROVED: 07/28/06

1.00 PURPOSE

The purpose of this guideline is to outline the full range of duties and responsibilities of the President- Elect.

2.00 REFERENCES

- 2.01 NALS Constitution and Bylaws (CBL), Article (§§) 11.01, President.
- 2.03 The latest edition of the Robert’s Rules of Order published by the Robert’s Rules Association or its successor.
- 2.03 The Best of the Board Café, Hands-On Solutions for Nonprofit Boards by Jan Masaoka, CompassPoint – Wilder Books, Copyright 2003.
- 2.04 Bookkeeping Basics, What Every Nonprofit Bookkeeper Needs 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 Duties
- 6.00 Keeping Records
- 7.00 Signing Official Documents
- 8.00 Approval of Guideline, CBL §§ 11.01

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 Treasurer shall:

- (a) Mail the second notices of annual dues to Association Members.
- (b) Distribute the Chapter Membership Dues collected the Association on behalf of each chapter between November 15TH and January 15TH.
- (c) Distribute the National Society of Professional Surveys (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 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 15TH, 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 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.

CBL§§ 11.02 PRESIDENT ELECT • DUTIES
REVISION 0 • RE-APPROVED: 07/28/06

- 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 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 15TH, no later than, the Treasurer 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.
- 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 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 30TH, 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 20TH, 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 20TH, 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-Elect shall:

- 5.01 Perform the duties of the President, in accordance to CBL§§ 11.02(a), in his absence or his inability to act. The President-Elect shall have all the power of the President in this capacity,
- 5.02 Serve as Parliamentarian to the Board, CBL §§ 11.02(b). This duty requires the President-Elect to have on hand the latest Edition of Robert's Rules of Order published by the Robert's Rules Association or its successor.
- 5.03 Chair the Fiscal Budget Committee, CBL§§ 19.02. The other members of the committee shall be the Secretary and Treasurer. The duties of this committee:
- (a) Establish the dues to be assessed the members (Regular, LSI, Associates, Student, Sustaining and Corresponding) and fees to be assessed to new members in the aforementioned categories.
 - (b) Establish a policy for prorating dues for applicants for membership (Regular, LSI, Associates, Student, Sustaining and Corresponding) who apply after the beginning of the fiscal year. The proportioning may be on a monthly or quarterly basis.

**CBL§§ 11.02 PRESIDENT ELECT • DUTIES
REVISION 0 • RE-APPROVED: 07/28/06**

- (c) Establish a preliminary budget for the next fiscal year for the Officers and Standard and Special Committees. Distribute the preliminary budget to all incoming Officers and Standard and Special Committee Chairmen prior to the Annual Meeting for review. .
- 5.04 Chair the Committee that evaluates the performance of the firm that provides Executive Secretarial Services (Appointee). The other members of the committee shall be the Secretary and Treasurer.
 - (a) The Performance Evaluation shall be scheduled regularly every three years.
 - (b) The Evaluation should be based upon the ability of the Appointee to provide the services as outlined in Guidelines: CBL§§ 9.03, Administration • Duties; CBL§§ 11.03, Secretary • Duties; CBL§§ 11.04. Treasurer • Duties; and the service required by the Association's Standard and Special Committees.
 - (c) The Appointee shall provide the Association with a contract outlining the Scope of Services to be provided. The committee's appraisal shall include the Scope of Services in its evaluation.
 - (d) A Letter of Concern or Appreciation may be filed by any Association Officer or Chapter Representative; any Chapter Officer or Director; or any Association member.
 - (e) As chairman of the Evaluation Committee, it is the responsibility of the President-Elect, with help of the other committee members, to establish the format, checklist and procedures to be followed for the preparation of a Letter of Concern, or Appreciation.
- 5.05 The President may assign other duties to the President-Elect, e.g.: Chairing a Standard or Special Committee.

6.00 KEEPING RECORDS

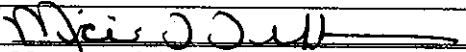

- 6.01 Any correspondence generated by or received by the President-Elect shall be attached to a report filed at a quarterly meeting of the Board of Directors.
- 6.02 Letters of Concern or Appreciation:
 - (a) All Letters of Concern or Appreciation should be filed in a three-ring binder by the categories developed in the check list by the Appraisal Committee.
 - (b) The Letters of Concern or Appreciation shall be kept for a period of three years. This period of time allow the Committee to appraise the Performance of the Appointee

7.00 SIGNING OFFICIAL DOCUMENTS

- 7.01 In accordance with CBL§§ 11.02 (a), President Elect, in the event of a temporary absence of the President, or in the event of the President's temporary inability to act, the President Elect shall perform the duties of the President and shall have all the power of the President. This power includes:
 - (a) Sign all contracts and other instrument requiring the Seal of the Association and such other instruments as the Board of Directors may require.
 - (b) Sign the Fiscal Year Budget Report and the Executive Secretarial Service Appraisal Report. Both reports shall be witnessed by the Secretary and Treasurer.

8.00 APPROVAL OF GUIDELINE

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 "1" was re-approved by the Board of Directors on the 28 day of July, 2008 and 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-approved: 07/28/06