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CBL§§ 11.03 SECRETARY • DUTIES	REVISION NO. 1	
	RE-APPROVED: 07/28/ 06	

1.00 PURPOSE

The purpose of this guideline is to outline the full range of duties of the Secretary. While the Board of Directors may assign these duties to an Executive Secretary (CBL§§ 9.03), it is the responsibility of the Secretary to verify that Board’s directive or contract with the Executive Secretary is being executed as approved.

2.00 REFERENCES

- 2.01 NALS Constitution and Bylaws (CBL), Article (§§) 11.03, Secretary (Amendment 2004)
- 2.02 NALS Constitution and Bylaws, CBL§§ 09.03, Administration (Amendment 2004).
- 2.03 The latest edition of the Robert’s Rules of Order published by the Robert’s Rules Association or its successor.

3.00 SCOPE

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

- 4.00 Important Dates - Secretary
- 5.00 Important Dates – Nevada Traverse
- 6.00 Duties
- 7.00 Keeping Records
- 8.00 Signing Official Documents
- 9.00 Official Membership Rolls.
- 10.00 Guidelines & Forms
- 11.00 Approval of Guideline

4.00 IMPORTANT DATES - SECRETARY

- 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 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 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 by the Association on behalf of each chapter between January 15TH and March 15TH.

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- (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 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 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 Secretary 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 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 IMPORTANT DATES – NEVADA TRAVERSE

The Executive Secretary shall provide the editor of The Nevada Traverse the following material or information, no later than dates indicated below:

- 5.01 January's Annual Meeting, no later than:
- (a) A complete list of all state and chapter level officers, plus chapter representatives, to include names, firms, postal addresses, e-mail addresses, telephone and fax number, in an electronic format.
- (b) Issue four (4) dual signed checks indicating the Nevada Traverse postage on successive checks for Vol. ____, No. 1, 2, 3 or 4.
- 5.02 January 15TH:
- (a) Content submittal Date (Articles and Advertisement)
- (b) Forward via fax or e-mail an open summary statement for advertisers, sustaining members, and Professional Listing Business Cards.
- 5.03 February 10TH and then 15TH:

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- (a) Extract from the database a complete set of mailing labels in zip code order.
 - (b) Forward via fax or e-mail an open summary statement for advertisers, sustaining members, and Professional Listing Business Cards.
- 5.04 March 1ST and then 15TH:
- (a) **Publication Cycle Date (Vol. __, No. 1)**
 - (b) Forward via fax or e-mail an open summary statement for advertisers, sustaining members, and Professional Listing Business Cards.
- 5.05 April 15TH through April 25TH:
- (a) Content submittal Date (Articles and Advertisement)
 - (b) Forward via fax or e-mail an open summary statement for advertisers, sustaining members, and Professional Listing Business Cards.
 - (c) Submit in electronic format a list of those individuals who have not renewed their NALS Membership.
- 5.06 May 10TH and then May 15TH:
- (a) Extract from the database a complete set of mailing labels in zip code order.
 - (b) Forward via fax or e-mail an open summary statement for advertisers, sustaining members, and Professional Listing Business Cards.
- 5.07 June 1ST:
- (a) **Publication Cycle Date (Vol. __, No. 2)**
 - (b) Forward via fax or e-mail an open summary statement for advertisers, sustaining members, and Professional Listing Business Cards.
- 5.08 July 15TH:
- (a) Content submittal Date (Articles and Advertisement).
 - (b) Forward via fax or e-mail an open summary statement for advertisers, sustaining members, and Professional Listing Business Cards.
- 5.09 August 10TH and then August 15TH:
- (a) Extract from the database a complete set of mailing labels in zip code order.
 - (b) Forward via fax or e-mail an open summary statement for advertisers, sustaining members, and Professional Listing Business Cards.
- 5.10 September 1ST and the September 15TH:
- (a) **Publication Cycle Date (Vol. __, No. 3)**
 - (b) Forward via fax or e-mail an open summary statement for advertisers, sustaining members, and Professional Listing Business Cards.
- 5.11 October 15TH:
- (a) Content submittal Date (Articles and Advertisement)
 - (b) Forward via fax or e-mail an open summary statement for advertisers, sustaining members, and Professional Listing Business Cards.
- 5.12 November 10TH and the November 15TH:
- (a) Extract from the database a complete set of mailing labels in zip code order.
 - (b) Forward via fax or e-mail an open summary statement for advertisers, sustaining members, and Professional Listing Business Cards.
- 5.13 December 1ST and then December 15TH:
- (a) **Publication Cycle Date (Vol. __, No. 4)**
 - (b) Forward via fax or e-mail an open summary statement for advertisers, sustaining members, and Professional Listing Business Cards.

6.00 DUTIES

- 6.01 The Secretary shall be a member of the Fiscal Budget Committee, CBL§§ 19.02. The other members of the committee shall be the President-Elect (Chairman) and the Treasurer.
- 6.02 The Secretary shall be a member of the committee that appraises the performance of the firm that provides Executive Secretarial Services (Appointee). The other members of the committee shall be the President-Elect (Chairman) and Treasurer

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7.00 KEEPING OFFICIAL RECORDS

- 7.01 Secretary is responsible for keeping all official records of the Association, including, but not limited to the following;
- (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) The Association's Constitution and Bylaws, past and present.
 - (c) Meeting Notices
 - (d) Agendas
 - (e) Action Lists
 - (f) Minutes of all regular and special meetings of the Board of Directors
 - (g) Officers Reports with attachments (correspondence pertinent to the report)
 - (h) Log all Motions & Resolutions in a year-sequential number format.
 - (i) Standard and Special Committee Reports with attachments (correspondence pertinent to the report)
 - (j) Correspondence: Incoming and outgoing.
 - (k) Convention, Seminars, Workshop and Breakfast Round Table flyers, programs, attendance and financial reports.
 - (l) Election reports.
 - (m) OFFICIAL PHOTOGRAPHS: Installation of officers, etc.
 - (n) Guidelines and related forms.

8.00 SIGNING OF OFFICIAL DOCUMENTS

- 8.01 Countersign all papers and documents requiring the signature of the president, CBL§§ 11.03.
- (a) Documents required by NRS 78.150 to NRS 78.185.
 - (b) Constitution and Bylaws
 - (c) Membership Certificates
 - (d) Any Special Proclamations: Surveyor of the Year, Life Members, Honorary Membership, Memoriam Awards, Certificate of Attendance (PDH), etc.
 - (e) Contracts, unless this power has been granted by the Board of Directors to the Executive Secretary or a Standard Committee 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 period of one year.
 - (f) Guidelines

9.00 OFFICIAL MEMBERSHIP ROLL

- 9.01 The Association Treasurer is responsible for distributing dues notices and compiling the Membership Roll, segregated by chapters.
- 9.02 Once the Membership Roll is compiled, it is the duty of the Secretary to distribute the roll/list to the Officers, Chapter Representatives, Standard and Special Committee Chairmen and the Chapter Secretaries.
- 9.03 The Secretary shall, upon receiving the official notice from the Nevada State Board of Professional Engineers and Land Surveyors citing those individuals that have passed the Professional Land Surveyor examination and are duly licensed by the Board, those individual that have passed the Surveyor Intern examination and those individuals that have been licensed by reciprocity, forward the notice to the Association Officers and Representatives, and to the Chapter Secretaries.

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.



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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 "1," was approved by the Board of Directors on the 05 day of August, 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, 2006 and was duly noted in the official minutes.

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

PRIOR APPROVALS

Revision 0 • Approved 01/14/05

Revision 1 • Approved 08/05/05

Revision 1 • Re-approved 07/28/06