

<b>NEVADA ASSOCIATION OF LAND SURVEYORS</b>	<b>GUIDELINES</b>
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<b>CBL§§ 11.04 TREASURER • DUTIES</b>	<b>REVISION NO. 0</b>
	<b>RE-APPROVED: 07/28/06</b>

**1.00 PURPOSE**

The purpose of this guideline is to outline the full range of duties of the Treasurer. While the Board of Directors may assign these duties to an Executive Secretary, CBL§§ 9.03(b), it is the responsibility of the Treasurer 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 (§§) 11.04, Treasurer (Amendment 2000)
- 2.02 NALS Constitution and Bylaws (2000), CBL§§ 09.03 Appointments.
- 203 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.
- 2.04 NALS Minutes (October 27, 1993); Sec. ‘V’, Division Reports; Sub-Sec. ‘A.’ Administrative Division, No. 4 Executive Secretary.
- 2.05 The latest edition of the Robert’s Rules of Order published by the Robert’s Rules Association or it’s successor.
- 2.06 American Society of Association Executives, “How to Develop a Board Members Job Description” <http://www.asaenet.org>, April 21, 2004
- 2.07 Alternative Management’s Agreement with NALS; Amendment “A,” dated 2004.
- 2.08 The Best of the Board Café, Hands-On Solutions for Nonprofit Boards by Jan Masaoka, CompassPoint – Wilder Books, Copyright 2003.
- 2.09 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 Dates3-Nov-04
- 5.00 Duties
- 6.00 Keeping Records
- 7.00 Official Membership Roll and Dues
- 8.00 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 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 Surveyors (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 March 15<sup>TH</sup>, no later than, the Treasurer shall:

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- (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 15<sup>TH</sup> and March 15<sup>TH</sup>.
  - (c) Distribute the National Society of Professional Surveyors (NSPS) Membership Dues collected by the Association on behalf of the Society between January 15<sup>TH</sup> and March 15<sup>TH</sup>.
- 4.04 April 1<sup>ST</sup> through 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.
- 4.05 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).
- 4.06 June 15<sup>TH</sup>, no later than:
- (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 Surveyors (NSPS) Membership Dues collected by the Association on behalf of the Society between March 15<sup>TH</sup> and June 15<sup>TH</sup>.
- 4.07 October 1<sup>ST</sup> through 30<sup>TH</sup> 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).
- 4.08 November 15<sup>TH</sup>, no later than, the Treasurer shall mail the first notices of annual dues to Association Members.
- 4.09 November 30<sup>TH</sup>, no later than, the Treasurer shall pay the annual corporation fees to the Secretary of State as stipulation in NRS 78.150 and obtain a formal certificate, CBL§§ 11.04(a).

**5.00 DUTIES**

The Treasurer shall:

- 5.01 Prepare and keep accounts as the Association may require or the Board may prescribe, CBL§§ 11.04(b).
- 5.02 Have custody of the funds and securities of the Association, CBL§§ 11.04(c).
- 5.03 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).
- 5.04 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).
- 5.05 Distribute the funds of the Association as may be ordered by the Board, taking proper vouchers for such distribution, CBL§§ 11.04(f).
- 5.06 The Treasurer 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 Secretary. As a member of the committee the Treasurer coordinates investment with the appropriate investment firm.
- 5.07 Render to the other members of the Fiscal Budget Committee *a monthly* accounting of all transactions and the financial condition of the association, CBL§§ 11.04(g).
- 5.08 Render a full financial report (statement of position and statement of activities) annually.
- 5.09 Mail annual dues notices to the membership by November 15<sup>TH</sup> (first), January 15<sup>TH</sup> (second) and March 15<sup>TH</sup> (notice of suspension for non-payment). Send copy of the “Notice of Suspension for Non-Payment of Dues” to the Association’s Secretary.
- 5.10 The Treasurer 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 Secretary.

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**6.00 KEEPING RECORDS**

The Association financial records, when possible, shall reflect those sections of the Constitution and Bylaws as follows:

- 6.01 Budgets for each Officer, Director and Standard and Special Committee that include Stationery, Stamps, Travel and other major or miscellaneous expenses approved by the Board.
- 6.02 Keep all financial reports and correspondence in numerical and chronological order by sections of the Constitution and Bylaws.
- 6.03 Keep accurate records of those members (Regular, Land Surveyor Intern, Associates, Student, Corresponding and Sustaining) who have paid their annual dues. The membership shall be segregated by chapters and state only and this list shall be submitted to the Secretary at the Annual Meeting in January, on March 15<sup>TH</sup>, which is the deadline for paying annual dues, and on June 15<sup>TH</sup>. The list submitted to the Secretary should include the members who have been “suspended for non-payment of dues” so the chapters can take appropriate action.

**7.00 OFFICIAL MEMBERSHIP ROLL AND DUES**

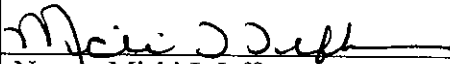
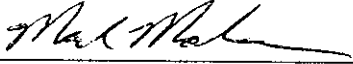
- 7.01 The Treasurer shall keep the membership roll up to date with:
  - (a) The Regular (RE), Land Surveyor Intern (LS), Associate (AS), Student (ST), Sustaining (SU), Corresponding (CR) and Honorary Life (HM) members being enrolled alphabetically.
  - (b) After the member’s name, his/her mailing address 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 Treasurer shall send annual dues notices to the 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 Treasurer 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.”
- 7.04 Current Corresponding members and Sustaining - The Treasurer 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 the new members to the Nevada Association of Land Surveyors.
- 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.
- 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, 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.

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**8.00 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