

# **CLEVELAND CHAPTER - PROFESSIONAL LAND SURVEYORS OF OHIO CONSTITUTION AND BY-LAWS**

## **PREAMBLE**

This statement of Constitution and By-Laws of the Cleveland Chapter of the Professional Land Surveyors of Ohio, Inc. is hereby presented to indicate to all members, prospective members and members of affiliated societies the principles of organization of this Chapter stressing its willingness to cooperate as a Chapter of the Professional Land Surveyors of Ohio, Inc. and its desire to mutually work with other societies to solve common problems.

Since the intent of this Constitution is to merely adopt that of the Professional Land Surveyors of Ohio, Inc., modified only where necessary to facilitate operation as a Chapter, entire Articles or portions of the Articles may be adopted herein by reference only to avoid redundancy.

## **CONSTITUTION**

### **ARTICLE I-NAME**

The name of this organization shall be the Cleveland Chapter of the Professional Land Surveyors of Ohio, Inc., organized under Article V of the Constitution of said Professional Land Surveyors of Ohio, Inc. and does hereby recognize the Professional Land Surveyors of Ohio, Inc. Constitution as duly adopted. For convenience and brevity, The Professional Land Surveyors of Ohio, Inc. shall be referred to as PLSO and the Cleveland Chapter as "The Chapter"

The geographical area of responsibility shall be Cuyahoga County and those neighboring counties as included by the State Executive Committee and subject to revision as new chapters are formed.

### **ARTICLE II- PURPOSE**

The Chapter is an organization representing the Professional Surveyors in this geographical area and those engaged in the scope of the profession. This Chapter hereby accepts Article II, of the PLSO Constitution as its own. The Chapter shall, when requested, assist the PLSO Executive Committee on any PLSO related matters.

### **ARTICLE III- MEMBERSHIP**

The Chapter hereby accepts Article IV Sections "A" and "B" of the PLSO Constitution as its own .

- C. All members in good standing have the right to participate in all programs and deliberations of the Chapter and shall have voting privileges in policy and business determinations and for elective offices.
- D. Suspension and/or Expulsion:  
Any action by the State Executive Committee shall be binding on the Chapter.
- E. Reinstatement:  
Any action by the State Executive Committee shall be binding on this Chapter.
- F. Membership Roster:  
A Membership Roster shall be maintained by the Chapter in co-operation with the State Executive Director.

The nine classifications of membership are hereby listed for information only: Professional, Associate, Certified Survey Technician, Affiliate, Life, Honorary, Student, Sustaining and Retired.

### **ARTICLE IV-FINANCES**

In order to conduct the business and activities of the Chapter in a responsible financial manner:

- A. An annual budget shall be adopted by the Executive Committee subject to ratification by the general membership at the Annual Meeting. This budget shall be by fiscal year and adhered to unless exceptions are approved by the Executive Committee. Each member of the

Executive Committee shall receive a copy of this budget at least sixty (60) days prior to the beginning of the fiscal year.

- B. Funds to sustain this Chapter's annual budget shall be derived from dues contributed by its members in accordance with By-Law II - Dues, monies realized from various activities, and any special assessments advocated by the Executive Committee. These funds shall be identified and maintained in separate accounts as directed by the Executive Committee. Disbursements shall be made by the Treasurer consistent with the annual budget or at the direction of the Executive Committee.
- C. An annual review shall be made of the Treasurer's ledgers within thirty (30) days following the end of the fiscal year. A report of this review shall be submitted to the Executive Committee.

## **ARTICLE V - OFFICERS**

The Officers of the Chapter shall be a President, President-Elect, Secretary, Treasurer, Chapter Delegate, Four Trustees and the Immediate Past President.

### A. Eligibility:

- 1. The President, President-Elect, and Chapter Delegate shall be elected from the roster of Professional, Retired and Life Members in good standing.
- 2. The Secretary, Treasurer and the four (4) Trustees shall be elected from the roster of all members in good standing.

### B. Term of Office:

- 1. The President-Elect shall be elected for a term of three (3) years. The first year he or she will be President-Elect; the second year, President; the third year, Immediate Past President.
- 2. Secretary, Treasurer and Chapter Delegate shall be elected for a term of one (1) year.
- 3. Trustees shall be elected for a term of two (2) years. Two Trustees shall be elected each year.

All Officers except President and President-Elect may succeed themselves.

### C. Nominations:

An appointed Nominating Committee shall present a slate of candidates to the Executive Committee no later than October 15. Additional nominations may be made by the membership by contacting the Nominating Committee no later than October 31. The nominating Committee shall cause ballots listing the candidates to be mailed to all voting members no later than November 15.

### D. Elections:

The returned ballots mailed under Article V. Paragraph C, "Nominations" shall be received by an appointed Tellers Committee no later than December 31. The Tellers Committee shall tabulate the ballots and report the results to the President no later than January 5th. The President shall then notify the candidates and arrange for the meeting required under ARTICLE VI - Executive Committee, C-2.

### E. Duties:

- 1. All Officers shall attend all meetings of the Chapter. (See Article VIII Meetings)
- 2. The President shall act as the Chief Executive Officer of the Chapter. preside at all meetings and appoint all Committee Chairs with the concurrence of the Executive Committee. The President shall represent the Chapter and PLSO at all appropriate functions, attend the PLSO Annual Conference and attend all Chapter related social functions. The President shall submit a written annual report at the conclusion of the term of office to the Membership detailing the Chapter's activities for the year.
- 3. The President-Elect shall assume the duties of, or shall represent the President upon the President's request. The purpose of this term shall be to prepare the President-Elect for the leadership requirements of the Presidency.
- 4. The Secretary shall keep the minutes of all regular and special meetings of the Chapter and shall be responsible for keeping a record of all Chapter correspondence.

5. The Treasurer shall perform all duties consistent with Article IV, Finances, of this Constitution. The Treasurer shall give a monthly report and an annual report of the Chapter finances to the Chapter Executive Committee and to the Chapter Membership. The Treasurer shall furnish to PLSO any financial information about the Chapter when requested.
6. The Chapter Delegate shall represent the Chapter at **all** PLSO Executive Committee meetings and shall submit a written report to the Chapter of the PLSO Executive Committee's proceedings. The Chapter Delegate shall submit a written report to the PLSO Executive Committee of the Chapter's proceedings.
7. The Trustees shall serve as the Chairs of the Trustee's Committees. (See ARTICLE VII - COMMITTEES) and shall perform such other duties as designated by the President.
8. The Immediate Past President shall serve as the Chair of the Past President's Advisory Committee and shall perform such other duties as designated by the President.

F. Vacancies:

If the Office of President becomes vacant, the President-Elect shall assume the office of President and shall serve the remainder of this term and then the normal elected term. In the event the President-Elect ascends to the office of President to fill an unexpired term, the Executive Committee shall appoint a President-Elect from among the elected members of that Executive Committee to serve until the next regular election. If the office of President-Elect becomes vacant for any other reason than the above, the vacancy shall be filled by the Executive Committee from among the elected members of that Executive Committee. The person so chosen shall then follow the normal ascendancy to President. All other vacancies shall be filled by appointment by the Executive Committee and shall serve until the next regular election.

## **ARTICLE VI - EXECUTIVE COMMITTEE**

A. Membership:

The Executive Committee shall consist of the President, President-Elect, Chapter Delegate, Secretary, Treasurer, The four Trustees and the Immediate Past President..

B. Quorum:

A quorum shall consist of at least five (5) members of the Executive Committee provided that the meeting is attended by either the President or the President-Elect.

C. Duties:

The Executive Committee shall conduct all business of the Chapter during the Chapter year. It shall be responsible for determining and implementing of Chapter Policies and the uses of Chapter Funds. The incoming Executive Committee shall attend the January Executive Committee meeting to affect an orderly transfer of duties and assignments.

D. Accountability and Recourse:

The Executive Committee shall be accountable to the General Membership and any action by the Executive Committee shall be subject to a referendum by the Membership. Such referendum must be initiated by written petition of 25 Members. Said petition shall be presented to the President. The President shall cause a ballot to be sent by First Class Mail to all voting members within 30 days of receipt of said petition. The date of the tally shall be thirty (30) days after the mailing date of the ballot. The ballots shall be returned to an appointed tellers committee of at least three (3) members, at least one of which shall be a signatory of the challenging petition. This Committee shall tally the votes and report the results to the President, the Executive Committee and the Membership. Actions reflecting the desires of the voting membership shall be immediately affected by the Executive Committee.

## **ARTICLE VII - COMMITTEES:**

- A. In order to achieve the purpose of the Chapter, (See Article II, Purpose) most efficiently, four (4) Trustees Committees are hereby established, each one to be chaired by an elected Trustee. (See Article V, Officers) These committees shall address the principal functions of the Chapter. These functions are Membership, Communications, Education and Program. (See By-law I, Committees).
- B. Standing and/or Special Committees shall be appointed by the President and the Executive Committee as needed. (See By-law I, Committees).

## **ARTICLE VIII - MEETINGS:**

- A. ANNUAL MEETING:
  - 1. An Annual Meeting will be held each year on the fourth Thursday in January for the purpose of receiving the annual reports, establishing a schedule of events for the year and installing the new Officers. (In case of a conflict with the PLSO Annual Conference, an alternate date will be chosen by the Executive Committee.)
  - 2. Unless suspended by a majority vote of the members present at the Annual Meeting, the order of business shall be as follows:
    - a. Call to order and devotions
    - b. Roll call of Officers
    - c. Reading and acceptance of minutes of previous annual meeting.
    - d. Treasurer's report
    - e. Committee reports
    - f. Accept the Actions of The Executive Committee.
    - g. Unfinished business
    - h. Installation of Officers.
    - i. New business
    - j. Remarks for the good of the order
    - k. Adjournment
- B.
  - 1. Regular meetings and Executive Committee meetings of the Chapter shall be held as designated by the Executive Committee.
  - 2. The order of business for Regular Meetings shall be:
    - a. Call to Order and Devotions.
    - b. A roll call shall be taken by the Secretary by means of an official attendance sheet.
    - c. An announcement by the President of the results of discussions of the Executive Committee Meeting. (Highlights to be published in the Chapter Newsletter.)
    - d. Reminders of important up-coming events.
    - e. Announcements of future meeting place, speaker and subject matter.
    - f. Program.
- C. Special meetings may be called by the Executive Committee by written notice to the Membership fifteen (15) days prior to the proposed meeting. The notice shall state the purpose, time, date and place of said Special Meeting.
- D. All meetings shall be open to the General Membership and shall be governed by Robert's Rules of Order - Revised.

## **ARTICLE IX - AMENDMENTS**

- A. The Chapter hereby accepts Article X of the PLSO Constitution as its own except the Secretary of the Chapter is substituted for the Executive Director.

- B. Any Article or Section of the PLSO Constitution accepted and affecting this Chapter Constitution shall, if amended by the State Membership, be automatically amended herein except where such amendments would be in conflict with this Chapter Constitution.

**ARTICLE X - BY-LAWS**

Such By-Laws as are essential to the conducting of the affairs of the Chapter may be enacted and revised by the Executive Committee. Any new or revised By-Law will not become valid until thirty (30) days after the membership is notified in writing.

**BY-LAW 1-COMMITTEES**

- A. The TRUSTEES COMMITTEES established under Article VII shall have, but are not limited to, responsibility for the following:
  - 1. MEMBERSHIP
    - a) New membership promotion
    - b) Membership retention.
  - 2. Communications Committee:
    - a) Newsletter
    - b) Chapter Membership Roster
  - 3. Program Committee:
    - a) Meeting sites
    - b) Speaker/content
  - 4. Education
    - a) Survey School
    - b) Seminars
    - c) Professional advancement
  - 5. Scholarship
- B. Standing Committees established under Article VII are as follows:
  - 1. Finance:
    - a. Financial Review
    - b. Budget
    - c. Investments
  - 2. Public Relations
  - 3. Nominations
  - 4. Tellers
- C. Special and/or Ad Hoc Committees:
  - 1. William J. Haas Memorial Golf Outing
  - 2. Summer Social Event
  - 3. Past Presidents Advisory Committee.
  - 4. Data Bank Liaison.
- D. Additional Committees may be formed as needed.
- E. **COMMITTEE RESPONSIBILITIES:**
  - 1. A Finance Committee consisting of three (3) members, one of whom shall be the Treasurer, shall monitor the Chapter finances and suggest methods of attaining financial stability.
  - 2. A Budget Committee consisting of at least the President, President-Elect and Treasurer shall prepare an annual budget for the subsequent year and present it to the Executive Committee at its November meeting.

3. A Financial Review Committee shall be appointed by the President to conduct an internal review of the Treasurer's books in accordance with Article IV Finances, C.
4. Public Relations Committee shall advance causes deemed worthy by the Executive Committee or the membership.
5. Golf Outing Committee shall be responsible for the planning and execution of the Chapter's Annual William J. Haas Memorial Golf Outing.
6. The Summer Social Committee shall be responsible for the annual Chapter Summer Social.
7. The Nominating Committee to be chaired by the President-Elect shall be appointed by the President and the Executive Committee no later than September 1 to provide a slate of candidates in accordance with Article V-C, OFFICERS.
8. A Tellers Committee shall be responsible for the receiving and counting of the ballots in accordance with Article V (D).
9. The Past Presidents Advisory Committee shall advise the President and the Executive Committee on matters of long range planning as requested.
10. The President-Elect shall co-chair a Membership Committee responsible for attracting new members and retaining current members.
11. Scholarship Committee. The President shall appoint five Chapter members to two-year terms, with appropriate overlap, to serve as the Scholarship Committee. The Scholarship Committee shall be responsible for reviewing and verifying the recommendations and the applications submitted by the students seeking a scholarship from the PLSO Cleveland Chapter, and shall make the final recommendations to the Executive Committee. The Scholarship Committee shall also be responsible for maintaining and updating the 'Scholarship Award Rules and Qualifications'.
12. All Standing Committee and Special Committee Chairs shall submit an annual written report of their activities to the President no later than the Executive Committee meeting in January.

#### **BY-LAW II- DUES**

The Annual dues shall be \$ 20.00. All Professional, Associate, Affiliate and Certified Survey Technician Members shall pay the stated dues amount. All other members shall pay no dues.

#### **BY-LAW III OFFICER EXPENSE**

Expenses incurred while representing the Chapter at Professional functions shall be submitted to the Executive Committee for prior approval and payment in accordance with established policy.

#### **BY-LAW IV-DISSOLUTION**

In the event the Chapter shall become inactive for any reason, and is so certified to be inactive or defunct by PLSO, the Treasury, records and appurtenances shall be transferred to PLSO.

#### **BY-LAW V - DEFINITIONS**

Fiscal Year shall be the calendar year - January 1 through December 31. Chapter Year shall be from one Annual Meeting to the next Annual Meeting (January to January).

#### **ACCEPTANCE:**

Accepted by vote by mail ballot of the Membership of the Cleveland Chapter, Professional Land Surveyors of Ohio, Inc. and becoming effective February 1, 2006.

Article X – By Laws amended by the Executive Committee of the Cleveland Chapter, Professional Land Surveyors of Ohio, Inc. and becoming effective January 17, 2010.

Secretary, Michael A. Ackerman