

By-Laws of the Professional Surveyors Association of Nebraska



ARTICLE I – Membership

- SECTION 1. All applications for membership in the Association shall be made in writing to the Administrative Secretary of the Association. The Administrative Secretary shall forward to the Official Board to verify the qualifications of the proposed member and forward a copy of said application and verification to the members of the Official Board for approval. If no reply is received by the Administrative Secretary in opposition to the application within ten (10) days, the application shall be deemed approved. In the event of opposition to the application, further action will be taken at the next meeting of the Official Board.
- SECTION 2. Honorary Life Membership proposals shall be submitted by an Active or Honorary Life Member, who shall state his reason or reasons for the proposal. Election shall be conducted in the manner set forth in Article III, Section 1b, of the Constitution. A member so elected shall be notified by letter. The election shall be null and void if acceptance is not received within ninety (90) days after mailing such notice.
- SECTION 3. The Constitution and Bylaws shall be available to all members of this Association, on the Professional Surveyors Association of Nebraska’s website. The Constitution and Bylaws shall be mailed to any member upon request.
- SECTION 4. The term “he” as used in this document shall be neutral as far as gender is concerned.

ARTICLE II – Dues and Fees

- SECTION 1. The fiscal year shall be from October 1 to September 30. Dues shall be payable annually in advance and shall become due on the first day of January each year.
- SECTION 2. Dues and Reinstatement fees for the various grades of membership shall be set by the Official Board.

- SECTION 3. Any person whose dues are more than three (3) months in arrears shall be so notified by the Administrative Secretary.
- SECTION 4. Membership of any person whose dues are one (1) year in arrears shall terminate at the close of the fiscal year unless an extension is granted by the Official Board.
- SECTION 5. Any member dropped under Section 4 of this Article may be reinstated by the approval of the Official Board and the payment of the appropriate reinstatement fee.
- SECTION 6. Associate members in good standing becoming registered as Nebraska Land Surveyors will automatically become active members but will not be assessed additional dues until the fiscal year following such registration.
- SECTION 7. New Active members whose applications are approved July 1, or later in any calendar year, will be assessed one-half of the dues for that year.

ARTICLE III – Meetings and Quorums

- SECTION 1. Meetings of the Official Board, other than the annual meeting, may be held at a time and place as designated by the President of the Association, or upon the request of three (3) members of the Official Board, or upon the request of five (5) voting members of the Association. The members of the board shall be notified in advance of meetings of the Official Board 14 days prior to said meeting. Public notice of each meeting shall be made by posting said notice in the office of the Administrative Secretary of the Association, along with the agenda for said meeting. The agenda shall be revised as necessary, prior to the meeting or at the meeting. Emergency meetings may be called by a request of 10 percent of the voting members of the Association.
- SECTION 2. Fifteen (15) voting members constitute a quorum at the annual meetings
- SECTION 3. Seven (7) members of the Official Board shall constitute a quorum at a meeting of the Official Board. Voting shall be by roll call vote.

ARTICLE IV – Committees

- SECTION 1. The incoming President of the Association shall, within thirty (30) days after the annual meeting, appoint chairmen for all standing committees. The President and the chairmen shall then, jointly, select members for the standing committees. The President shall appoint such additional committees as may be necessary and discontinue them when such committees have completed their function.

Standing Committees of the Association are as Follows:

Publications

Nominations --- See Article 6 section 1 of Bylaws

Education

Public Relations

Legislative

Membership

Historical

Associate

Ethics/Standard of Practice

SECTION 2. The Committees shall make reports as directed by the President.

SECTION 3. The President shall be an ex officio member of all Committees.

ARTICLE V – Amendments

SECTION 1. The Bylaws may be amended at any meeting of this Association or by letter ballot. No amendment shall be acted upon at a meeting unless a notice of the amendment shall be received in writing by the Administrative Secretary and forwarded to the Official Board at least thirty (30) days prior to the meeting. A notice of the general nature of the amendment must be incorporated in the notice of the meeting to the membership. Any proposed amendment that shall receive a two-thirds majority of the Quorum at a meeting shall be incorporated and become a part of the Bylaws of this Association, or by a two-thirds majority of the mail ballots cast.

ARTICLE VI – Nomination and Election of Officers

SECTION 1. Not less than sixty (60) days prior to the annual meeting, the Official Board shall appoint a nomination committee of three (3) members.

SECTION 2. The Nominating Committee shall meet no later than forty-five (45) days prior to the annual meeting and nominate a President Elect or Vice President, Treasurer or Secretary, and three (3) Directors. Two (2) nominees for each office will be required. Before reporting to the Official Board, the Committee shall secure acceptance from all nominees. Additional nominations for any office may be presented by petition signed by five (5) voting members of the Association.

SECTION 3. All eligible nominees shall be shown on the official ballots, which shall be mailed to eligible voter members at least thirty (30) days prior to the annual meeting. Ballots to be counted must be received ten (10) days prior to the annual meeting by the Nominating Committee, who shall act as tellers.

ARTICLE VII – Discipline and Expulsion

- SECTION 1. The Association, through its Official Board, will have the power to investigate the conduct of its members alleged to be in conflict with the interest of the Surveying Profession or of this Association.
- SECTION 2. Upon alleged misconduct of a Member coming to the notice of the Official Board or upon filing of charges against a member signed by five (5) or more members, the Official Board shall examine such charges and if there appears to be sufficient reasons for hearing thereon, shall fix a date for such hearing and shall, not less than thirty (30) days before said date, notify the accused thereof by Certified letter, accompanied by a copy of the charges and all evidence adduced in support thereof, produce and examine witnesses in his defense, hear, and, at his option, cross-examine any witness called in support of the charges, offer documentary evidence, and make a written or oral statement in his behalf. Promptly after the hearing, the Official Board shall consider the evidence and render its decision. A two-thirds vote of the entire Official Board shall be necessary to sustain the charges. If they are sustained, the Official Board shall fix the Penalty of suspension for a fixed period of time or expulsion and shall notify the member of the decision. Appeals may be submitted to the next general meeting of the Association and a two-thirds vote of the Quorum at this meeting shall be required to override the decision of the Official Board.
- SECTION 3. No disciplinary proceeding of the Association shall be given publicity, except as provided for in this Article.

ARTICLE VIII – Seal

- SECTION 1. The official seal of the association constitutes the association's trademark and shall not be used by anyone without the explicit written permission of the Official Board of the Professional Surveyors Association of Nebraska. The Official Board shall attempt to federally register the mark as a collective membership mark and shall maintain any such registration.

ARTICLE IX – Official Board

- SECTION 1. It shall be the duty of the Official Board to conduct the business of the Association.
- SECTION 2. All questions before the Association except the election of the State officers and changes to the Constitution or Bylaws will be decided by the Official Board. Vacancy in any office except President, President Elect and Vice President shall be appointed by the Official Board.

SECTION 3. Members of the Official Board may request reimbursement for travel expenses when attending Board meetings or when conducting investigations or attending functions at the direction of the Board, provided such funds are available in the budget.

SECTION 4. The Official Board has the power to take special action not provided for in these Bylaws when it is in the best interest of the Association.

ARTICLE X – Budget

SECTION 1. The Official Board shall act as the Budget Committee. The budget for the forthcoming year shall be prepared and established by the Official Board at the Board Meeting during the last quarter of the current year.

SECTION 2. A budget report and financial statement shall be presented to the Official Board at each annual meeting and made available to all members.

SECTION 3. A deficit budget or deficit spending must have prior approval of the Official Board. Unexpected budget funds will revert back to the general fund unless approval from the Official Board has been granted to allow accumulation.

ARTICLE XI – Newsletter

SECTION 1. The official publication of the Association is *THE NEBRASKA SURVEYOR*, a newsletter.

SECTION 2. The newsletter shall be published at least four (4) times a year.

SECTION 3. Copies of *THE NEBRASKA SURVEYOR* shall be made available on the Association's website.

SECTION 4. The editorship will be provided by a Publications Committee.