

ALASKA SOCIETY OF PROFESSIONAL LAND SURVEYORS
AFFILIATE OF NATIONAL SOCIETY OF PROFESSIONAL SURVEYORS MEMBER,
WESTERN FEDERATION OF PROFESSIONAL SURVEYORS
P.O. BOX 112835, ANCHORAGE, ALASKA 99511

BY-LAWS
As Amended March 30, 2021

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PREAMBLE

The Alaska Society of Professional Land Surveyors (ASPLS), with concern for the public well-being, is organized to:

safeguard life, health, and property by assuring that the practice of land surveying is performed by properly qualified persons;

advance the welfare of the land surveying profession by the establishment and observance of high standards of ethical conduct;

focus public attention upon the professional standing, functions, requirements, and accomplishments of land surveyors; and,

sponsor and promote activities that improve the professionalism, proficiency, and effectiveness of Professional Land Surveyors.

ARTICLE I

Section 1. ASPLS is fully autonomous. The interest of each Member is equal to that of every other Member. A Member does not have any greater vote or interest in ASPLS than any other Member.

Section 2. ASPLS is affiliated with the National Society of Professional Surveyors (NSPS), the Alaska Professional Design Council (APDC), and the Alaska Surveying and Mapping Conference, Inc. ASPLS is a member of the Western Federation of Professional Surveyors (WEST-FED).

ARTICLE II OBJECTIVES

Section 1. The objectives of ASPLS are:

- a. The advancement of the public welfare,
- b. The union of all Professional Land Surveyors of the State of Alaska,
- c. The advancement of the professional, social, and technical interests of Professional Land Surveyors,
- d. The consideration of and attention to legislation affecting the profession, and,
- e. The improvement of public relations and the cultivation of public appreciation of the work of Professional Land Surveyors.

ARTICLE III MEMBERSHIP

Section 1. ASPLS Membership consists of all persons eligible under this article.

Section 2. A Voting Member is a licensed Professional Land Surveyor, registered by the Alaska Board of Registration for Architects, Engineers, and Land Surveyors (Alaska Board of Registration) or under the laws of any other state having equivalent requirements for registration who has been accepted by the Membership Committee. To be eligible as a Voting Member, a person must have paid dues for either the previous or the current year.

Section 3. ASPLS Membership categories:

- a. An Associate is a non-voting Member who is not eligible for voting membership and who has been accepted by the Membership Committee.
- b. A Life Member is a person at least 60 years of age who has been a Member in good standing for the last 5 years and has at least 20 years of full membership in the ASPLS prior to appointment as a Life Member and whose nomination is accepted by the ASPLS Board of Directors (Board).
- c. A Student is a non-voting Member carrying at least 12 semester units in a land surveying curriculum whose nomination is accepted by the Membership Committee. An instructor must verify a Student Member's enrollment in the minimum 12 semester units.
- d. An Honorary Member is any person, living or dead, recognized as an individual of superior stature in Land Surveying or a closely related field whose nomination has been accepted by the Board. Upon acceptance, the person's name is entered on the membership rolls as an honorary member and must be carried on the rolls as long as ASPLS exists.
- e. A Sustaining Member is a member who provides significant financial support to the ASPLS above the requirements of their membership category and who has been accepted by the Membership Committee.
- f. A Sustaining Company is non-voting and is any commercial, non-profit, or professional institution providing significant financial support to ASPLS, that has been accepted by the Membership Committee.
- g. An Ex-officio is a non-voting Member that The Board may select based on the office that person holds. A person's Ex-officio Membership terminates when that person leaves the office from which the Board selected that person as Ex-officio Member or when the board decides to terminate the Ex-officio Membership of that person.

Section 4. Members will receive official dues receipts as evidence that their membership in ASPLS and any of its Chapters is valid. The Board or the Board's designee must issue the official dues receipt to the Member upon receipt of a Member's dues. The State Membership Chairperson or State President must sign the official dues receipt before it is issued to the Member and the Member must counter-sign the receipt. Membership is not the right of the individual; Membership is granted as a privilege from ASPLS through the several Chapters and the Board.

Section 5. Upon application for membership, the prospective Member may indicate which Chapter that Member wishes to join. A Member may transfer from one Chapter to another at any time. A Member must make a written transfer request and file copies of the written request with ASPLS and both Chapters concerned.

Section 6. The Board must notify a new Member of ASPLS membership. New members must subscribe to the Constitution, By-Laws, Code of Ethics and Rules and Regulations of ASPLS.

Section 7. Membership may be terminated by non-payment of dues, by voluntary withdrawal, by death, or by expulsion. Except as provided in Section 3d, a terminated member's rights of ASPLS membership immediately end and revert to the remaining members.

ARTICLE IV CHAPTERS

Section 1. The Board must authorize and charter not more than one Regular Chapter and one Student Chapter in each area of the State of Alaska. Each Chapter must be designated by its geographical location.

Section 2. Each Chapter must elect from their members a President, a Secretary, and other officers as may be provided for by these By-Laws and by Chapter By-Laws.

Section 3. The Board has authority to make rules and regulations for chartering, combining, and dissolving Chapters. The Board has power to promulgate, limit, and amend all Chapter By-Laws. The Board has power to combine one or more areas as a single Chapter until any area within the Chapter may desire to organize its own Chapter under the provisions of these By-Laws. Any such individual Chapter organization must not affect the remaining areas except by order of the Board.

ARTICLE V CONDUCT OF CHAPTERS

Section 1. Each Chapter of ASPLS must adopt By-Laws for its internal government, but Chapter By-Laws must not conflict with or contravene the ASPLS Constitution or the ASPLS By-Laws.

Section 2. Chapters must submit Chapter By-Laws and Chapter Codes of Ethics to the ASPLS President. Chapters must submit any amendments to Chapter By-Laws or Chapter Codes of Ethics to the ASPLS President.

Section 3. Chapter activities must be consistent with professional ideals and ethics and must be conducive to public welfare. Chapter activities must be restricted to the area or areas for which the Chapter is chartered, unless otherwise authorized by the Board.

Section 4. A Chapter may present a resolution for action at any ASPLS meeting according to these procedures: The Chapter must mail (1) a copy of the resolution and (2) a synopsis of the resolution's subject to ASPLS headquarters at least eight weeks prior to the date of the meeting that the resolution is on the agenda. The Board must forward copies of the resolution to each ASPLS Chapter at least five weeks prior to the date of the meeting that the resolution is on the agenda. A resolution is a proposal submitted in writing covering proposed additions to or changes in the purposes and objectives of ASPLS as set forth in the Constitution and By-Laws. Nothing contained in this section precludes the rights of any Member in good standing to make a motion at any ASPLS meeting that the assembly take certain action on any proper business brought before the convention for action.

Section 5. The Board must carry out all disciplinary actions, such as reprimands of members and suspension or expulsion from membership. Chapters may conduct investigations and hearings

of complaints against individual members if the Chapter has established procedures to maintain the confidentiality and fairness of the investigation and these procedures have been approved by the Board. Otherwise, the Chapter must report complaints to the Ethics Committee of ASPLS for investigations and hearings. The results of any investigations or hearings must be reported to the Board.

Section 6. Chapter Secretaries must transmit immediately to ASPLS (a) all applications for membership, (b) changes in address of members, (c) names of deceased, removed, or suspended members, and, (d) all cases of Member sickness and distress.

Section 7. Chapters retain full autonomy in all matters of local concern not covered by the Constitution and By-Laws. Chapters may call upon ASPLS for advice and assistance.

ARTICLE VI DUES AND ASSESSMENTS

Section 1. Annual dues must be collected to:

- a. Administer ASPLS;
- b. Administer each Chapter; and,
- c. Establish NSPS membership for ASPLS Members.

Section 2. ASPLS must establish dues for all classes of membership (*see* **ARTICLE III MEMBERSHIP**). A majority vote of Members voting at an Annual Meeting or by a mail-in ballot must approve a resolution establishing dues. The Board may establish special assessments for worthy causes.

Section 3. Each Chapter must establish dues for the next fiscal year. Any Chapter dues changes must be presented to the Board prior to the time the next year's dues statement is mailed. ASPLS must collect dues on behalf of each Chapter. ASPLS must remit all dues collected on behalf of a Chapter to that Chapter by the end of the fiscal year. Each Chapter may collect and retain any additional assessments necessary for Chapter activities and administration.

Section 4. The Board must establish dues for NSPS membership for ASPLS Members through agreement with NSPS. Changes for the fiscal year must be reported to the membership at the Annual Meeting. A majority vote of those voting at an Annual Meeting or by a mail-in ballot is required to reject the NSPS membership agreement.

Section 5. The State Secretary or the Membership Committee must mail annual dues statements prior to the end of each fiscal year. Annual dues are payable in advance. NEW Members accepted from July 1 through November 30 must pay 50% of the State and local chapter portion of the dues for that year.

Section 6. Life Members and Honorary Members are exempt from payment of dues while retaining all prior rights and privileges as an ASPLS Member. However, these Members must pay the national portion of the dues in order to have NSPS membership.

Section 7. The Board may, at its discretion, waive the payment of dues for good cause.

ARTICLE VII ADMINISTRATION

Section 1. ASPLS is administered by a Board. Within the provisions of these By-Laws, the Board has the full authority and power of ASPLS between Annual Meetings.

Section 2. The Board must include (1) the immediate Past State President, (2) duly elected ASPLS Officers, (3) the current Chapter Presidents, (4) the NSPS Governor, and, (5) the Alaska WEST-FED delegate. Student Chapter Presidents may be non-voting Directors. The NSPS Governor and the Alaska WEST-FED delegate must be voting Directors.

Section 3. A Director may authorize an alternate to transact business on that Director's behalf at a regular Board meeting. The alternate must present a written authorization from the absent Director to the President at the meeting.

Section 4. A quorum must be present to transact business at regular ASPLS meetings and Board meetings. A quorum consists of a majority of the Directors or properly accredited alternates. An affirmative vote of a majority of the Directors present at any regular or duly called meeting is required to pass any motion not inconsistent with the Constitution and By-Laws of ASPLS. In addition, the Board has authority to decide upon any question by means of a letter or electronic ballot. Procedures for determining a vote by letter or electronic ballot include the following:

- a. At any time, the President may direct the Secretary to submit any question to all Directors by means of a letter or electronic ballot.
- b. At any meeting in which less than a quorum of the Board is present, a majority of the present Board members may direct the Secretary to submit any question to all Directors by means of a letter or electronic ballot.
- c. At any meeting in which less than all members of the Board are present and the majority vote on any question constitutes less than a majority of the members of the Board, any member of the Board may direct the Secretary to submit the question to all Directors by means of a letter or electronic ballot.
- d. Votes must be received within 15 days of the mailing of the ballots to be counted. If votes are received from at least two-thirds of the total membership of the Board, a majority of all votes received decides the question in the letter or electronic ballot.
- e. The Secretary must record in the appropriate meeting minutes the dates concerning each letter or electronic ballot, including the dates of the mailing, the return of ballots, and the names and votes of all members voting. The Secretary must notify all Directors of the results within three weeks of the date of the original action.
- f. Section 5. The Board has powers and duties under the authority of Alaska Statutes and the ASPLS By-Laws and determines all questions of policy.

Section 6. The Board directs the investment and care of funds of ASPLS and makes appropriations for specific purposes.

Section 7. The Executive Committee of the Board consists of (1) the State President, (2) the State President-Elect, and, (3) two other members of the Board, elected by the Board. The Executive Committee acts for the Board between meetings of the Board within the provisions of the Constitution and By-Laws. All acts of the Executive Committee are subject to approval of the Board.

Section 8. The Directors must act only as a Board and any individual Director must not have the power of the Board.

Section 9. All elected Chapter and ASPLS Officers must take office at the Annual Meeting of ASPLS.

Section 10. ASPLS must publish a roster of all Chapter and ASPLS Officers, committee chairpersons, and committee members. The roster must be published no later than 30 days after the Annual Meeting of ASPLS.

Section 11. The Board must review the results of any investigations and hearings conducted by a Chapter or by the Ethics Committee concerning any disciplinary action. The Board has the authority to reprimand members, to temporarily suspend members, and to expel members permanently for violations of ASPLS's or a Chapter's Code of Ethics. The decision of the Board in all such matters is final. The Board must establish procedures for disciplinary actions to maintain confidentiality and fairness. All questions of an ethical nature brought before a meeting of ASPLS must be referred to the Board without discussion. The Board may refer ethical questions to the Ethics Committee for investigation and hearings.

Section 12. The Board serves as the Finance Committee of ASPLS and performs functions as may be prescribed by the Constitution and By-Laws; The Board must adopt a budget and must oversee the auditing of the accounts of the Treasurer or Executive Secretary at least once a year.

Section 13. The Board must make an annual report to ASPLS at the time of the Annual Meeting.

Section 14. The Board must provide for and superintend the publication and distribution of all proceedings or transactions of ASPLS and has authority to appoint a Newsletter Editor and publish an official periodical for ASPLS.

Section 15. The Board is empowered to invest and reinvest such funds as may be available for the creation of a reserve fund. A two-thirds vote of the Board is required to authorize expenditures which are other than for investment or reinvestment from the reserve fund.

Section 16. The actual conduct of the affairs of ASPLS are vested in its officers and the Executive Committee, subject to control at all times by the Board.

Section 17. The President is the executive head of ASPLS, is an ex-officio member of all committees created or appointed with the exception of the Nominating Committee, and acts as Chairperson of the Executive Committee of the Board. The President must render a report at each Annual Meeting concerning the affairs and status of ASPLS and perform such other duties as the Board may direct. The President has general direction of the business of ASPLS, subject to the approval of the Board.

ARTICLE VIII OFFICERS

Section 1. Elected officers of ASPLS and the Board must include a (1) President, (2) President-Elect, (3) Secretary, and (4) Treasurer. The President and President-Elect must be elected annually. The Secretary must be elected biennially on even years. The Treasurer must be elected biennially on odd years. ASPLS must elect the NSPS Governor and the WEST-FED Delegate as Directors to serve on the Board for a term of three years.

Section 2. The officers must be elected as prescribed in **ARTICLE XIII NOMINATIONS AND ELECTIONS**.

Section 3. Eligibility for nomination, election, or retention of a position as an elective officer of ASPLS is limited to Members in good standing. No Member may hold two positions on the Board simultaneously.

Section 4. The duties of the Directors shall be those usually associated with the respective offices or positions.

Section 5. Directors or Officers must not receive a salary or compensation, except for expenses incurred on behalf of ASPLS and approved by the Board.

Section 6. The Board has discretion to pay expenses of persons serving ASPLS.

Section 7. Newly elected members of the Board must assume their duties at the close of the Annual Meeting and must hold office until their respective successors have been duly elected and installed.

Section 8. If the President is absent, if the office of the President becomes vacant, or if the President is unable to serve, the President-Elect must assume the office of the President. If the President-Elect is absent, if the office of the President-Elect becomes vacant, or if the President-Elect is unable to serve, the Secretary must assume the office of the President-Elect. When the President's vacancy is filled by the President-Elect, the new President must fill the unexpired term and the succeeding normal term as President. If a Director position becomes vacant and that Director position was filled by a Chapter President, the affected Chapter must fill that Director's vacancy. If other Officer, Executive Committee, or Board vacancies occur during the year, the Board must elect a person to fill those vacancies for the unexpired term.

ARTICLE IX DUTIES OF THE EXECUTIVE SECRETARY

Section 1. The Board may appoint an Executive Secretary to serve until the following Annual Meeting or until released by the Board. The Board must fix compensations and define duties for the Executive Secretary. The Executive Secretary may be bonded in an amount determined by the Board. The Executive Secretary may receive a salary which must be determined by the Board. In general, the duties of the Executive Secretary must include:

- a. Keep an accurate record of the proceedings of ASPLS and its membership, conduct correspondence, and have custody of all official papers and records, subject to the discretion of the Board.

- b. Keep each committee advised of any action taken by the Board that affects that committee.
- c. Report to the American Congress on Surveying and Mapping and WEST-FED all elections and activities of national and regional interest.
- d. Issue all notices ordered by the President or by the Board.
- e. Submit a written report at the Annual Meeting that describes the duties and activities of the Executive Secretary's office, including a statement of membership.
- f. Send a statement of dues to each member and keep a record of accounts of ASPLS, making quarterly reports to ASPLS at the Annual Meeting. The Executive Secretary's books must be open for examination at such times as ASPLS, the elected officers, the Board, or the Audit Committee may request.
- g. Contract for ASPLS only such financial obligations as have been previously authorized by the Board.
- h. At the expiration of the term of office, deliver to the Board all books, papers, records, equipment, and monies belonging to ASPLS. The Executive Secretary must receive a receipt from the Board after returning ASPLS belongings.

ARTICLE X OBLIGATIONS AND AUDIT

Section 1. No expenses other than incidental expenses may be incurred except by a majority affirmative vote of the Board.

Section 2. The Board must approve payment of all obligations. All checks and vouchers must be signed by the State Treasurer who may be bonded in an amount determined by the Board or, if not bonded, all checks and vouchers in excess of \$1500.00 for any individual expense must be co-signed by another authorized Board member. The Board may authorize another person to sign checks and vouchers when the State Treasurer is not available, or it is determined by the Board to be in the best interests of ASPLS.

Section 3. The Board may authorize any officer or officers or agent to enter into any contract or execute and deliver any instrument in the name of and on behalf of ASPLS. Contracting authority may be general or confined to specific instances.

Section 4. The Board must authorize, by resolution, before any loans are contracted on behalf of ASPLS or before any evidence of indebtedness is issued in ASPLS's name.

Section 5. All funds of ASPLS not otherwise employed must be deposited to the credit of the ASPLS in such banks, trust companies, or other depositories selected by the Board.

Section 6. The fiscal year of ASPLS begins on the first day of January and ends on the last day of December in each year.

Section 7. An Audit Committee of three Members must be appointed by the President no later than November 1 of each year. The Audit Committee must conduct a complete and thorough audit of ASPLS account books, as kept by the State Treasurer or Executive Secretary, and must report on the end-of- year condition of these books. The State Treasurer or Executive Secretary must include this audit in the annual report to ASPLS at the following Annual Meeting.

ARTICLE XI COMMITTEES

Section 1. The President must appoint committee chairpersons from among the Members. Committee chairpersons must make reports as requested by the Executive Committee. Failure of the appointed chairpersons to respond may result in the revocation of their chairs by the President. The members of any committee must be appointed by the chairperson.

Section 2. Each Committee must:

- a. Familiarize itself with, and keep abreast of, developments in its particular field of responsibility.
- b. Develop and recommend ASPLS policy and procedure with respect to its particular field of responsibility.
- c. Interpret questions arising in connection with established policy and procedure.
- d. Take such action as the Board may direct with respect to approved policy and procedure or in connection with specific studies and investigations requested by the State President or the Board.
- e. Make timely and appropriate recommendations to the Board as to funds needed to execute plans approved by the Board.
- f. Advise and cooperate with other committees in carrying out related functions.
- g. Make progress reports to the Board in writing, outlining the work done by the committee and reporting upon all Chapter communications and resolutions referred to.

Section 3. Each Committee's field of responsibility is determined by its name. A committee must assume responsibility for any matter properly referred to it. If the matter overlaps with another committee's field of responsibility, the responsible committee may ask the assistance of the other committee. Committees and their responsibilities may include:

- a. Constitution and By-Laws:
 1. Promote uniformity between ASPLS and Chapters Constitutions and By-Laws.
 2. Study proposed amendments to ASPLS and Chapters Constitutions and By-Laws and make recommendations of desirable changes in order to facilitate and expedite the furtherance of ASPLS objectives.
- b. Membership:

1. Bring the purposes and program of ASPLS before the profession in order to enlist support, endorsement, and affiliation.
2. Assist ASPLS and the Chapters in development of membership campaign material.
3. Cooperate with and advise Chapters and their membership committees on effective methods of securing new members and minimizing membership losses.
4. Develop a membership roster, distribute membership cards, and distribute membership certificates.
5. Mail a letter to the Alaska Professional Design Council notifying the Council of names to be added to the ASPLS mailing list.
6. Periodically review ASPLS mailing list used by Alaska Professional Design Council for correctness.
7. Review applications for membership and determine acceptance of Associate, Affiliate, Student, and Sustaining members.
8. Recommend to the Board qualified persons for Life and Honorary Memberships.

c. Resolutions:

1. Receive from members of Chapters resolutions to be presented at Annual Meeting of ASPLS.
2. Edit or redraft such resolutions, if necessary, subject to approval of the sponsors, and forward copies to each Chapter and to the State President or Executive Secretary at least five weeks prior to the meeting at which the resolution is to be considered.

d. Ethics:

1. Revise and improve the Code of Ethics.
2. Interpret Code of Ethics subject to the approval of the Board.
3. Assist the Alaska Board of Registration.
4. Conduct investigations and hearings into questions on ethical conduct or complaints against individual members for violations of the Code of Ethics according to the procedures established by the Board.

e. Fees and Salaries:

1. Collect anonymous statistical data on fees and salaries paid to and received by Land Surveyors.
2. Make recommendations for development of and service on a Surveying Fee Arbitration Panel.
3. Encourage the acceptance and use of ASPLS's Surveying Fee Arbitration Panel.

f. Legislative:

1. Sponsor the passage of legislation approved by ASPLS and oppose passage of legislation considered by ASPLS to be contrary to the interests of the Land Surveying Profession.
2. Represent ASPLS in legislative matters.

g. Public Relations:

1. Represent ASPLS before the public, press, civic associations, and other groups.
2. Conduct publicity campaigns through newspapers and other media to inform the public regarding Land Surveying and to impress the public favorably on the behalf of the Land Surveying Profession.
3. Inform the public on the qualifications of Land Surveyors and the desirability of appointing Land Surveyors to public bodies.
4. Campaign to secure due credit and proper recognition for Land Surveyors in connection with work performed by them, for example: in published accounts, at dedicatory exercises, and on name plates.
5. Inform the public and land surveyors as to the meaning and the proper use of the term "Professional Land Surveyor."

h. Registration:

1. To represent ASPLS before the Alaska Board of Registration.
2. Assist in the administration of applicable Alaska Statutes and Alaska Administrative Codes.
3. Encourage the registration of qualified land surveyors.
4. Make recommendations to the Board for improving Alaska Statutes.
5. Consider materials relevant to the enforcement of registration laws and the legal protection of the rights and interests of Registered Professional Land Surveyors.
6. Report to the Board for its consideration all matters requiring ASPLS action for the proper enforcement of the law.

i. Education:

- j. Confer and cooperate with Alaskan schools to improve the Land Surveying and Geomatics curricula, and recruit students and faculty.

k. Professional ASPLS Relations:

1. Encourage cooperation with professional societies in furtherance of common aims and objectives.
2. Act as the ASPLS delegate to the Alaska Professional Design Council.

l. Annual Meeting and Conference:

1. Responsible for arranging the Annual Meeting.
2. Arrange an annual conference and/or serve on the Board of the Alaska Surveying and Mapping Conference, Inc.

m. Standards of Practice:

1. Establish and publish minimum standards of practice.
 2. Arrange for Sale and distribution of copies of the Standards of Practice Manual.
- n. Nominating:
1. This committee must include the President-elect and a Member from each Chapter.
 2. Nominate individuals for each statewide position and distribute the ballots.
- o. Land Surveyor's Examinations:
1. Provide the Alaska Board of Registration with:
 - a) A list of questions for the Biannual Professional Land Surveyor Examination.
 - b) Evaluation of the answers to the Professional Land Surveyor Examination.
- p. Special Committees:
1. These committees may be appointed for special purposes at the discretion of the State President.

ARTICLE XII MEETINGS

Section 1. ASPLS must regularly convene annually during the first quarter of each calendar year. The Board may determine the location and date of this meeting. Any business or proceedings may be transacted or considered at a regular meeting, subject to restrictions concerning resolutions (see **ARTICLE V POLICIES**). Decisions adopted at ASPLS meetings are the will of the membership and bind the Board until changed at another ASPLS meeting or by letter ballot of the membership.

Section 2. The order of business for the Annual Meeting must be determined by the ASPLS President, and may include the following:

- a. Roll call of the Officers
- b. Reading of the Minutes
- c. Reading of the Communication
- d. Reports of Officers
- e. Reports of Committees
- f. Unfinished Business
- g. New Business
- h. Installation of Officers
- i. The Welfare and Development of the ASPLS
- j. Adjournment

Section 3. Members in good standing who are present at the Annual Meeting must transact the business of the Annual Meeting. Each Member is entitled to cast one vote. An affirmative vote of the majority present is required to pass on any question not inconsistent with the Constitution and By-Laws of ASPLS.

Section 4. The State President must call special meetings (1) at the request of the Board, (2)

upon written request of at least twenty-five Members, or, (3) on the State President's own volition. The purpose of special meetings must be set forth in a notice to members and no business, other than that for which the meeting was called, must be transacted.

Section 5. Votes at all special meetings of ASPLS must be by secret ballot.

Section 6. The State Secretary of the meeting must tally the vote and announce the yeas and nays before the State President declares the success or failure of the question.

Section 7. The secret ballot on any question may be dispensed with by unanimous consent.

Section 8. The Board must establish exact dates to hold regular Board meetings during each calendar quarter. The Board must hold special meetings (1) at the call of the President, (2) on the petition of a majority of the Directors, or, (3) upon the written request of at least 25 Members. The purpose of a special meeting must be set forth in the notice to members and no business, other than that for which the meeting was called, must be transacted.

ARTICLE XIII NOMINATION AND ELECTION OF ASPLS OFFICERS

Section 1. ASPLS's Officers (*see* **ARTICLE VIII OFFICERS**, Section 1) must be elected during the Annual Meeting. The out-going State President chairs the general meeting for election of ASPLS officers and appoints a Teller Committee comprised of three ASPLS Members, not Directors, to assist in the election of ASPLS Officers.

Section 2. The Nominating Committee must solicit nominations by the membership 90 days prior to the Annual Meeting. The Nominating Committee must present at least two nominations for each position to the Board for approval 60 days prior to the Annual Meeting. The Nominating Committee must mail ballots listing approved nominees to the membership 45 days prior to the Annual Meeting.

Section 3. The order of nomination before the Board is as follows:

- a. Nomination of President-Elect.
- b. Nomination of Secretary or Treasurer.

Section 4. The Teller Committee must supervise elections and count ballots. Elections must be by secret paper ballot returned by mail or returned at the Annual Meeting. All ballots must contain a space for write-in candidates. A ballot must be enclosed in a blank, sealed inner envelope. The inner envelope must be enclosed in an outer envelope signed by the Member. The outer envelopes must be checked against the roster of Members prior to the tally of ballots. Envelopes with names that do not appear on the official roster must not be opened and do not count as a vote.

Section 5. The nominee receiving the most votes cast in each election must be declared to have been elected to the position. In case of a tie, the tie must be broken by drawing lots.

ARTICLE XIV PARLIAMENTARY PROCEDURE

Section 1. Robert's Rules of Order, Revised, govern all meetings of ASPLS, its Chapters, and the Board in all cases where Robert's Rules are applicable and where they do not conflict with the By-Laws of ASPLS.

ARTICLE XV NOMINATION OF EXAMINERS

Section 1. If the State of Alaska Governor is required to appoint a member to the Alaska Board of Registration because an ASPLS appointee position on the Alaska Board of Registration has become vacant, the Chapters must present to the Board suggestions for nominations to fill the vacancy.

Section 2. The Board must select a suitable list of nominees from those suggested by the Chapters and must transmit the list to the Governor.

ARTICLE XVI CODES

Section 1. ASPLS must adopt a Code of Ethics upon recommendation by the Board. The ASPLS Code of Ethics, and any amendments to the Code of Ethics, is binding on all members and Chapters. Amendments to the Code of Ethics must follow the procedure provided in

Article XIX Amendments.

Section 2. The Board has authority to promulgate rules and conditions of good standing.

ARTICLE XVII COOPERATION

Section 1. ASPLS must cooperate with all national and state agencies having allied interests and may give its assistance and support to such agencies. The activities of ASPLS are restricted to the professional interests of Land Surveyors. ASPLS must promote unification of organizations and discourage duplication of functions.

Section 2. To disseminate information, the Board may authorize the publication of a periodical or authorize collaboration with existing publications. To defray publication costs, the Board may authorize advertising in the publication and may fix a price per copy to charge non-Members.

ARTICLE XVIII SEAL

Section 1. The Seal of ASPLS is circular in form. The words and numerals "ALASKA SOCIETY OF PROFESSIONAL LAND SURVEYORS, 1960" is contained in the two concentric, circle border. The inner circle contains a cut of the State of Alaska. The cut of the State of Alaska contains a transit and tripod. The cut of the State of Alaska is superimposed on a globe. The globe is superimposed on a compass rose.

ARTICLE XIX AMENDMENTS

Section 1. These By-Laws may be amended by either of the following methods.

- a. By the Members at any ASPLS meeting: The Board must review and approve any proposed amendments at least eight weeks prior to the meeting at which the amendments are on the agenda for vote. Upon receipt of proposed amendments, the State President or Executive Secretary must mail copies for review to each Chapter at least six weeks prior to the ASPLS meeting at which the amendments are on the agenda for vote. If proposed amendments are presented to the Board in writing and signed by twenty-five Members in good standing, the proposed amendments must be added to the agenda for the next ASPLS meeting for vote and the review and approval processes outlined above need not be followed. Two-thirds affirmative vote of the Members voting is required to amend any or all of these By-Laws.
- b. By the Board: The Board must provide notice to all Board Members of the proposed amendments and the date of the Board meeting the proposed amendments are on the agenda for vote. A two-thirds majority vote of all the elected Directors is required to amend any or all of these By-Laws.

Section 2. After successful passage as provided in this section, any amendment of these By-laws is effective immediately.

Section 3. A particular section of these By-laws may be suspended by unanimous consent of the Members present at any meeting, for a single stated purpose.

Section 4. ASPLS must distribute the By-Laws when any amendments to the By-Laws are enacted.

CERTIFICATION OF ASPLS BY-LAWS ADOPTION

By signing below, the ASPLS secretary certifies that the above amended By-Laws were duly adopted by the ASPLS Board on **March 30, 2021**.


Jake Maxwell, Secretary