

TEXAS SOCIETY OF PROFESSIONAL SURVEYORS

ALAMO CHAPTER 11

CONSTITUTION

AND

BY LAWS

February 2000

TEXAS SOCIETY OF PROFESSIONAL SURVEYORS

ALAMO CHAPTER NO. 11

CONSTITUTION

PREAMBLE

Recognizing that the ancient profession of land surveying is now, more than ever, a vital social and economic influence in the State, the Alamo Chapter of the Texas Society of Professional Surveyors does hereby dedicate itself to the advancement of the surveying profession so as to serve both the public interest and the interest of its members.

ARTICLE I. OBJECTIVES

The Alamo Chapter of the Texas Society of Professional Surveyors shall be a non-profit organization, chartered under the provisions of Article XI of the Constitution of said Society, whose objectives shall be:

To advance, in the broadest sense, the profession of surveying and mapping in the area served by the chapter; to aid and contribute to the education of it's members and the general public in attaining high surveying standards, both technical and ethical; to provide a local headquarters for a closer association of it's members; and to provide for local meetings.

ARTICLE II. DEFINITIONS

In this Constitution, unless the context of the subject matter otherwise requires, the following definitions shall apply:

“Director” means a Director of the Alamo Chapter.

“Officer” means the President, First Vice President, Second Vice President, and Secretary-Treasurer of the Alamo Chapter.

“Board” or “Executive Board” means the Board comprised of Directors and Officers of the Alamo Chapter.

“Registered” or “Registered Surveyor” means any person who is registered under the Land Surveying Practices Act of 1991 (V.A.C.S. Article 5282c) and amendments thereto.

“Members” and “Membership” designates individually and collectively those persons of all classes of membership, as defined in Article IV hereof, who shall become a member of the Alamo Chapter.

“Member in good standing” designates any member of the Texas Society of Professional Surveyors and any member of a local Chapter whose dues are currently paid and who is not subject to any disciplinary action by either said Society or Chapter.

ARTICLE III. NAME AND LOCATION

Section 1. The name of this organization shall be the Alamo Chapter of the Texas Society of Professional Surveyors.

Section 2. The area, in which the activities of the Alamo Chapter shall be conducted, after approval by the Board of Directors of the Texas Society of Professional Surveyors, shall consist of the following counties as directed by the Texas Society of Professional Surveyors: Bexar County, Comal County, Wilson County, Atascosa County, and Guadalupe County. The Charter of the Alamo Chapter may be revoked or amended at any time by the said Board.

Section 3. The headquarters of the Alamo Chapter shall be located in San Antonio, Texas, and the place of meeting shall be selected by the Executive Board.

ARTICLE IV. MEMBERSHIP

Section 1. Only members in good standing in the Texas Society of Professional Surveyors shall be eligible for membership in the Alamo Chapter. Any such member of the Texas Society of Professional Surveyors may become a member of the Alamo Chapter upon approval of this application by the Executive Board and upon payment of the annual dues.

Section 2. Any member of another Chapter whose dues are currently paid and who shall change his/hers domicile to the area served by the Alamo Chapter may, at his election, affiliate with the Alamo Chapter without any further payment of dues for the fiscal year.

Section 3. There shall be six (6) classes of membership, namely: Registered Member, Surveyor Intern or Associate Member, Affiliate Member, Life Member, Honorary Member, and Student Member. The classification of each member in the Chapter shall be the same as that held in the Texas Society of Professional Surveyors.

Section 4. The rights and prerogatives of members in the affairs of the Alamo Chapter shall be as follows:

- A.** Registered Members may hold any office and may vote.
- B.** Surveyor Intern and Associate Members may hold any office except President and First Vice President and may vote.
- C.** Affiliate Member may hold the office of Secretary-Treasurer only and may not vote.
- D.** Life Members shall have the same rights and prerogatives to which they were entitled before attaining life membership.
- E.** Honorary Members shall not be eligible to vote or to hold office.
- F.** Student Members, any undergraduate student of a school of Higher Education (College Level) recognized by the Board who is interested in surveying. Student members shall not be eligible to vote or hold office in the Chapter.

Section 5. A member expelled or suspended from the Texas Society of Professional Surveyors shall be automatically expelled or suspended from the Alamo Chapter.

Section 6. A member may be expelled from the Alamo Chapter, suspended for a specified length of time or reprimanded for a willful disregard of the Chapter's principles and objectives and for professional conduct detrimental to the Chapter's welfare. Expulsion, suspension, or reprimand shall require a two-thirds (2/3) vote of the entire Board, and thirty (30) days notice of the charges against the offending member shall be given in order that he/she may be present and heard at the hearing on such action. Any member of the Chapter who is disciplined by the Executive Board shall forfeit all rights and prerogatives in the Chapter affairs according to the terms of the disciplinary action taken. Any Officer or Director of the Chapter against whom disciplinary charges are pending shall be disqualified from service on the Executive Board only while the Executive Board is conducting hearings on the charges brought against him/her.

Section 7. Any disciplinary action approved by the Executive Board shall not affect the status of the individual's membership in the Texas Society of Professional Surveyors, but the Executive Board shall keep the President and Secretary-Treasurer of the Society fully informed of the charges made, the evidence presented, and the action taken.

ARTICLE V. OFFICERS AND BOARD

Section 1. The Officers of the Alamo Chapter shall consist of a President, First Vice President, Second Vice President, and a Secretary-Treasurer.

Section 2. There shall be an Executive Board containing nine (9) members which shall consist of: The Immediate Past President, the four (4) elected Directors, and the current Officers of the Chapter. The President shall act as Chairman of the Executive Board

Section 3. Each Officer and Director may be re-elected. In the event that the President is re-elected, the number of members on the Executive Board shall be reduced accordingly.

Section 4. The duties of the Officers and the Executive Board shall be in accordance with the By-Laws.

ARTICLE VI. COMMITTEES

Section 1. Standing committees to handle the affairs of the Chapter shall be appointed by the President as soon as possible after the Annual meeting of the Chapter. Each member of the Chapter and the President and the Secretary-Treasurer of the Texas Society of Professional Surveyors shall be notified by mail within fifteen (15) days after all standing committees are appointed. The duties and the method of appointment of standing committees shall be in accordance with the By-Laws.

Section 2. The President may at any time appoint special committees for such purposes as he/she may deem fit.

Section 3. The terms of all committees shall expire at the close of the annual meeting following their appointment.

ARTICLE VII. ELECTION OF OFFICERS AND DIRECTORS

Section 1. All Officers and Directors shall be elected for the term of office and in the manner provided in this Article.

Section 2. There shall be four (4) Directors elected for a term of two (2) years, with two (2) Directors elected each year, except that in the first year in which the Chapter receives its Charter, two (2) of the four (4) directors shall be elected for a term of one (1) year.

Section 3. In case of vacancies, Officers and Directors shall be appointed by the Executive Board to fill the unexpired term.

Section 4. The Nomination Committee shall nominate one or more candidates for each office and directorship to be filled. All candidates must be members in good standing of the Chapter and must be eligible to hold the office as specified under Article IV hereof. Nominations may also be made by petition. Each such petition shall be signed by not less than ten (10) members, (at least two of whom must be Registered Members) who are eligible to vote and whose dues are currently paid. Said petition shall be submitted to the Secretary-Treasurer not later than fifty (50) days before Chapter meeting designated by the Executive Board for the elections of Officers and Directors preceding the Annual meeting of the Chapter. The Secretary-Treasurer shall certify that the petition meets the foregoing qualifications, and he/she shall immediately transmit any valid petition to the Chairman of the Nomination Committee. The names of all nominees of the Nomination Committee and the names of all those nominated by petition, if any, shall be submitted to the Executive Board by the Nominating Committee not later than thirty (30) days before the Chapter meeting designated for the election of officers and directors preceding the Annual meeting. It shall be the duty of the Executive Board to ascertain if all candidates, including those nominated by petition, meet the qualifications for the office as set forth in this Constitution, and to approve all candidates so qualified. In the event any candidate is not qualified for the office to which he/she has been nominated, the Executive Board shall select and substitute a qualified candidate for the office. Following approval of the slate of candidates by the Executive Board and not later than fourteen (14) days prior to the meeting designated for the election of officers and directors preceding the annual meeting, the Secretary-Treasurer shall mail; a ballot, containing all nominees for each office, to all members of the Chapter eligible to vote. All ballots to be valid must be returned to the Secretary-Treasurer prior to the start of the meeting designated for the election of officers and directors preceding the annual meeting. The Secretary-Treasurer shall transmit all valid ballots to the Tellers Committee appointed by the President to tabulate the votes. The Tellers Committee shall certify the results of the vote to the membership of the Chapter at the end of the meeting designated for the election of officers and directors preceding the annual meeting.

Section 5. Any Officer or Director may be removed from office for neglect of duty, inefficiency or malfeasance. A two-thirds (2/3) vote of the entire Executive Board, after a full hearing before the Board is necessary for such removal.

Section 6. The new officers and directors shall be installed at the Annual/Installation Meeting of the Chapter and shall take office immediately upon the close of said meeting.

ARTICLE VIII. MEETINGS

Section 1. The kind, time and place of meetings shall be as provided in the By-Laws. In order to avoid conflict, no meeting of the Chapter membership shall be held the week of the Annual Meeting of the Texas Society of Professional Surveyors.

ARTICLE IX. AMENDMENTS TO CONSTITUTION AND BY-LAWS

Section 1. All amendments to this Constitution and By-Laws must first be approved by a majority of the entire Executive Board before the amendments are submitted to the Chapter membership.

Section 2. After approval by the Executive Board, the Secretary-Treasurer shall mail a ballot containing the proposed amendments to all members of the Chapter eligible to vote, and all ballots to be valid must be returned to the Secretary-Treasurer within thirty (30) days from the date of mailing. A two-thirds (2/3) affirmative vote of the Chapter membership voting shall be required for approval of any amendment.

Section 3. All amendments to this Constitution and By-Laws approved under the provisions of Section 1 and 2 above must be submitted to and approved by the Board of Directors of the Texas Society of Professional Surveyors in order to become effective.

Section 4. The Board of Directors of the Texas Society of Professional Surveyors may amend this Constitution and By-Laws at any regular meeting and such amendments shall be binding upon the Alamo Chapter.

TEXAS SOCIETY OF PROFESSIONAL SURVEYORS

ALAMO CHAPTER NO. 11

BY – LAWS

ARTICLE I. FISCAL YEAR

Section 1. The fiscal year of the Chapter shall terminate at the conclusion of the Annual meeting of the Chapter which shall be held as specified in Article VII, Section 2 of these By-Laws.

ARTICLE II. DUTIES OF THE OFFICERS

Section 1. President. It shall be the duty of the President to preside at all meetings of the Chapter and of the Executive Board. He/she shall be an ex-officio member of all committees except the Nominating Committee. He/she shall appoint the chairman and members of all committees. He/she shall delegate members to represent the Chapter.

Section 2. Vice-Presidents. In the absence of, or in case of inability of the President to act, or at the request of the President, it shall be the duty of the First Vice-President, and other officers in the order of precedence, to perform all the duties of the President. The First and Second Vice-Presidents shall have the following responsibilities:

First Vice-President. First Vice-President will serve as a liaison between the Chapter and other associated organizations, including but not limited to American Congress of Surveying and Mapping (ACSM), Texas Society of Professional Engineers (TSPE), American Society of Civil Engineers (ASCE), and the San Antonio Board of Realtors (SABOR).

Second Vice-President. Second Vice-President will be responsible for the Administrative Affairs of the Chapter, which would include, but not limited to, the Audit Committee, Constitution and By-Laws Committee, and the Nomination Committee.

Section 3. Secretary-Treasurer. The Secretary-Treasurer shall keep an accurate record of all proceedings of the Chapter and shall have custody of all official papers and records. He/she shall notify the membership of the Chapter of the various meetings as well as the slate of nominees for office. He/she shall keep in a separate book a copy of the Constitution and By-Laws of the Chapter, entering all amendments as they are adopted and approved, giving date and adoption and approval for reference in order to keep this official Constitution and By-Laws up to date. He/she shall notify officers, directors and delegates of their election or appointment, and shall furnish committees with all papers referred to them. He/she shall be responsible, along with the Membership Committee chairman, to keep a register of the Chapter members available and shall distribute a Chapter roster to the membership once a year. He/she shall act as Secretary for the Executive Board. He/she shall conduct the correspondence of the Chapter and shall read all letters at the Chapter meetings.

Section 4. The Secretary-Treasurer shall also keep an accurate record of all monies of the Chapter which he/she shall deposit in a bank to be designated by the Executive Board. He/she shall receive all bills and shall pay same by check when so ordered by the President. He/she shall submit a report to the Executive Board when requested, within fifteen (15) days, of the monies received and disbursed since the previous report. At the Annual meeting, he/she shall submit a written report of activities of his/her office, including a complete financial statement of all collections and disbursements. All records and monies shall be turned over to his/her successor and he/she shall receive a receipt therefore.

Section 5. The Executive Board may, at their discretion, require the Secretary-Treasurer to be bonded and shall fix the amount of the bond. The bond shall be paid out of the Chapter funds.

ARTICLE III. DUTIES OF EXECUTIVE BOARD

Section 1. The Executive Board shall have supervision of all matters pertaining to the Chapter. Whenever an emergency demanding immediate attention arises between regular meetings, it shall have the power to act for the Chapter. The action of the Executive Board shall be reported to the membership not later than the next regular meeting.

Section 2. The Executive Board shall meet at least once in each quarter of the year at the call of the President or upon the request of three (3) of its members. A simple majority shall constitute a quorum at any Executive Board meeting.

Section 3. The responsibilities of the members of the Executive Board, other than the Officers, shall include, but not limited to the following:

Immediate Past President. The Immediate Past President shall serve as mentor to the Executive Board.

Directors. Each Director shall be responsible for one of the following areas and the committees associated with the area, including but not limited to the following:

<i>Education.</i>	Education Committee TRIGSTAR Seminar Committee
<i>Membership.</i>	Membership Committee Awards Committee Safety
<i>Public Relations</i>	Public Relations Committee Programs Committee Chapter Newsletter
<i>Society Affairs</i>	Ethic Committee Standards Committee Governmental Affairs Committee

ARTICLE IV. COMMITTEES

Section 1. There shall be six (6) standing committees: Membership, Program, Public Relations, Education, Nominating and Audit. These committees shall be appointed by the President with the concurrence of the majority of the Executive Board.

Section 2. *Membership.* The Membership Committee shall solicit applications for membership, shall ascertain the eligibility and classification of the applicant, and shall submit same to the Executive Board. All applicants must meet the qualifications set out in Article IV of the Chapter Constitution. A current membership card shall be accepted as prima-facia evidence of membership in the Texas Society of Professional Surveyors.

Section 3. *Program.* The Program Committee shall plan and arrange programs which will advance the objectives of the Chapter.

Section 4. *Public Relations.* The Public Relations Committee shall serve as a contact committee between the Chapter and the general public, the press, and other groups in furtherance of the objectives of the Chapter and the Texas Society of Professional Surveyors.

Section 5. *Education.* The Chairman of the Education Committee is appointed by the President of the Alamo Chapter. This committee will also consist of a separate secretary and finance officer which will handle the duties of their office. The chairman will report to the Chapter membership on a quarterly basis.

Section 6. *Nominating.* The Nominating Committee shall consist of three (3) Registered members who shall be appointed by the President subject to ratification by the Executive Board. It shall nominate a slate of Officers and directors for submission to the membership at least one (1) prior to the Chapter meeting designated for elections of Officers and directors prior to the next Chapter annual meeting as provided in Article VII, Section 4, of the Chapter Constitution.

Section 7. *Audit.* The Audit Committee shall audit the books of the Secretary-Treasurer at any time an audit may be deemed advisable by the Executive Board.

Section 8. *Special.* Special Committees shall meet and report at the earliest possible date after appointment for their special assignment.

ARTICLE V. DUES

Section 1. The annual dues of the Alamo Chapter shall be fixed by the Executive Board, not to exceed one half the annual dues of the Texas Society of Professional Surveyors in each classification per year except that Life Members and Honorary Members of the Texas Society of Professional Surveyors shall not be required to pay dues.

Section 2. Annual dues shall be payable on or before January 1st of each year. The Secretary-Treasurer shall mail a bill to each member before that date stating the amount of dues payable. Members in arrears 120 days shall lose privileges of membership and shall be automatically dropped from the Chapter rolls.

ARTICLE VI. OBLIGATIONS

Section 1. No obligations, except normal operating expenses, shall be incurred. No continuing obligations may be assumed without a two-thirds (2/3) approving vote of fifty (50) percent of the Chapter membership.

Section 2. The payment of all normal expenses shall be approved by the President and paid by the Secretary-Treasurer.

ARTICLE VII. MEETINGS

Section 1. *Regular Meetings.* The Chapter shall convene at least once each quarter at a time and place selected by the Executive Board, although additional meetings may be held if desired. Notices of each meeting shall be mailed to membership at least one (1) week in advance.

Section 2. *Annual Meetings.* The Annual Meeting of the Chapter and installation of new Officers and Directors shall be held in the month of September, unless it conflicts with the Annual Meeting of the Texas Society of Professional Surveyors.

Section 3. *Special Meetings.* Special meetings of the Chapter may be called by the President upon his/her own volition, upon request of the Executive Board, or upon written request of ten (10) members of the Chapter addressed to the President of the Executive Board. The purpose of the meeting shall be fully set out in the notice to the members, and said notices shall be mailed to the membership at least one (1) week prior to the day of the meeting.

ARTICLE VIII. REPORTS TO THE TEXAS SOCIETY OF PROFESSIONAL SURVEYORS

Section 1. Two (2) weeks prior to the Annual Meeting of the Texas Society of Professional Surveyors, a written report shall be submitted to the President and Secretary-Treasurer of the Texas Society of Professional Surveyors and to the Chapter Activities Committee giving a financial and membership status of the Chapter and presenting details of any business desired to be brought before the Texas Society of Professional Surveyors at its Annual Meeting. It shall be the duty of the President to supervise the preparation of this report and sign same. The President, or his/her duly appointed representative, shall present this report at the Annual Business Meeting of the Texas Society of Professional Surveyors.

Section 2. Any specific reports requested by the Texas Society of Professional Surveyors, other than those covered in Section 1, shall be submitted by the President or Secretary-Treasurer as required.

ARTICLE IX. AMENDMENTS

Section 1. These By-Laws may be amended in accordance with the provisions of Article IX of the Constitution of the Chapter.

ARTICLE X. PROPERTIES

Section 1. All properties, monies and records of the Alamo Chapter shall become the property of and be surrendered to the Texas Society of Professional Surveyors at the time the Charter of the Alamo Chapter is surrendered or revoked.

ARTICLE XI. RULES OF PROCEDURE

Section 1. The business of all meetings of the Chapter and the Executive Board shall be conducted in accordance with Robert's Rules of Order.