

NEW MEXICO PROFESSIONAL SURVEYORS

BYLAWS

In the following bylaws the New Mexico Professional Surveyors is referred to as the Association and the Board of Directors is referred to as the Board.

ARTICLE 1 – FISCAL AND ADMINISTRATIVE YEARS

Section A. The fiscal year of the Association shall be from July 1 through June 30.

Section B. The administrative year of the Association shall be from January 1 through December 31.

ARTICLE 2 – MEMBERSHIP AND DUES

Section A. The Association may collect state and Chapter dues.

Section B. Membership grades in the Association shall be designated and defined as:

- (1) Sustaining Member – A professional surveying company or organization or an individual who is a licensed Professional Surveyor in the State of New Mexico. This membership shall be considered as payment for one person in the company or organization if such person is otherwise qualified. This person, as a licensed Professional Surveyor in the State of New Mexico, shall have voting rights.
- (2) Regular Member – An individual who is a licensed Professional Surveyor in the State of New Mexico. Regular members have voting rights.
- (3) Surveyor Intern Member – An individual who is certified as a surveyor intern under the laws of the State of New Mexico. A surveyor intern member has no voting rights.
- (4) Associate Member – An individual directly associated with, or sincerely interested in the surveying profession and who does not qualify under any other membership category. An associate member has no voting rights.
- (5) Certified Survey Technician Member – An individual who has passed any level of the NSPS Survey Technician Certification Program. A certified surveyor technician member has no voting rights.
- (6) Corresponding Member – An individual licensed as a New Mexico Professional Surveyor who resides out of state. A corresponding member has no voting rights.
- (7) Retired Member – A retired New Mexico Professional Surveyor as defined by the New Mexico Board of Registration for Professional Engineers and Surveyors. Retired members have no voting rights.

- (8) Student Member – A full-time student enrolled in a surveying curriculum, sponsored and verified by the Chapter President. A student member has no voting rights.
- (9) Corporate Member – A surveying related company or organization or governmental entity, as approved by the Membership Committee.

Section C. All membership grades must hold their membership through a local Chapter of the Association, except that any member residing out of state may become a Member-At-Large.

Dues collected from the Member-At-Large category shall not be disbursed to any chapter but shall be deposited in the general fund of the Association.

Section D. Honorary memberships may be extended at the discretion of the board.

Section E. Except for Honorary membership, the annual dues for the association shall be as follow, plus Chapter dues as applicable.

	<u>2016</u>
(1) Sustaining Member	\$291
(2) Regular Member	\$165
(3) Survey Intern/Technician Member	\$124
(4) Associate Member	\$ 82
(5) Certified Survey Technician Member	\$124
(6) Corresponding Member	\$124
(7) Retired Member	\$ 0
(8) Student Member	\$ 0
(9) Corporate Member	\$907

Section F. Dues for less than a full year shall be apportioned as:

- (1) Prior to July 1 – 100%
- (2) July 1 or Later – 50%

Section G. Chapters of the Association may, if they so desire, collect any dues or assessments deemed necessary for Chapter activities and administration.

ARTICLE 3 – GOOD STANDING

Section A. Dues are payable in advance and are to be collected by the Executive Director. Renewal Statements will be issued in the month of November prior to the renewal year. If the member has not responded by February 28 the member will be dropped from the membership rolls.

Section B. A member whose account is six months or more in arrears shall not be entitled to vote or remain in any chapter or State Office.

Section C. The board may waive the payment of Association dues of any member or group of members for just the worthy cause.

ARTICLE 4 – EXPULSION

Section A. Any member whose professional license has been revoked by the New Mexico State Board of Registration for Professional Engineers and Surveyors shall not hold membership in the Association unless such revocation has been reinstated.

Section B. Individuals holding membership categories not requiring a professional license may have their membership revoked for failure to exhibit good moral character and professionalism as determined by the Board.

ARTICLE 5 – ELECTIONS

Section A. All elections of officers shall be by secret letter ballot.

Section B. The ballot will be prepared by the Executive Director and shall contain the names of those candidates selected by the Nominating Committee and named by petition of the members without differentiation. Space shall be provided for write-ins.

Section C. The ballot shall be mailed to each voting member in good standing by November 10 of each year.

Section D. The marked ballot shall be returned to the Executive Director by December 1 of each year.

Section E. The Executive Director shall report the results of the balloting in writing to the Board by December 15. The ballots will be retained by the Executive Director and made available to any Board member for a period of two years following the installation date of the new officers.

Section F. The Board shall declare the office results of the election. The Board shall have the results published in the State newsletter.

Section G. Election of officers shall be by a plurality of votes cast by letter ballots as counted and approved by the Executive Committee.

ARTICLE 6 – DUTIES AND POWER OF OFFICERS

Section A. The president shall preside at all meetings of the Association, Board and Executive Committee, and shall be an ex-officio member of all committees. The President shall have subject to the approval of the Board, general direction of the business of the Association.

Section B. The President-Elect and the Vice President, in that order, shall preside in the absence of the President. In the event of death or incapacity of the President, the President-Elect and the Vice President, in that order, shall assume the full duties and responsibilities of the President's office. In the absence of the President, President-Elect and Vice President, at a regular or special meeting of the Board or Association, the Treasurer shall call the meeting to order and call for nomination and election of a Chairman pro tempore.

Section C. The Treasurer, under the direction of the Board, is responsible for the maintenance of the financial records of the Association.

- (1) The Treasurer shall receive and approve a monthly financial summary prepared by the Executive Director. The Treasurer shall be authorized to be one of the two signatories of all certificates of deposit for the Association and may sign checks on the Association's checking accounts. The Executive Director may be authorized to be one of the signatories on the Association's checking accounts. The Treasurer with the assistance of the Executive Director shall prepare the annual budget and present the budget to the Board at the first Board meeting of the fiscal year. The Treasurer at the expiration of the term of office shall report the financial status of the Association at a regular Board meeting.
- (2) The Treasurer shall present the financial records of the Association for a review by a certified public accountant selected by the Board at the close of every third fiscal year beginning June 30, 2010. A review will also be required whenever a new Treasurer is installed or a new Executive Director is employed.

Section D. The Board shall have general supervision of all matters pertaining to the Association, provided that no action shall be taken which will be inconsistent with the law, the Certificate of Incorporation and the Constitution and Bylaws.

Section E. When unable to attend a meeting of the Board, a Director may appoint any voting member in good standing of the Association as proxy, and such proxy shall enjoy all rights of a duly qualified member of the Board. Proxies shall be in writing and submitted to the presiding officer.

Section F. There shall be a Director's Handbook given to each member of the Board prior to or at the first meeting of the year. The Executive Director shall keep the Handbook up to date and shall submit revisions to the Board of approval. The handbook shall contain at least the following information:

- (1) List of State and Chapter Officers for the current year.
- (2) Duties of the Board of Directors, State Officers and Chapter Officers.
- (3) Names of Committees, Chairman and Committee responsibilities and reports.
- (4) Constitution, Bylaws and Articles of Affiliation with ACSM and/or NSPS.
- (5) Minutes of Board meeting for the previous year.
- (6) A calendar for the current year and list of proposed meeting dates.
- (7) Board Policy Decisions.

ARTICLE 7 – EXECUTIVE DIRECTOR

Section A. The Executive director shall act as secretary to the Board and to the Executive Committee.

Section B. An Executive Director will be retained by the Board to act as an administrator for the Association and to conduct its day to day business. The following Scope of Work contains the duties to be performed by the Executive Director.

- (1) Computerized membership database maintained, Mailing labels and lists provided as needed.
- (2) Membership cards and certificates sent to new and renewing members.

- (3) Telephone and mail service – Answer inquiries and correspondence.
- (4) Quarterly NM Taxation & Revenue Report (gross receipts) prepared and filed.
- (5) Year-end Corporation Commission Report filed.
- (7) Submit monthly financial report to NMPS treasurer and assist treasurer in preparation of IRS form 990 and provide other financial assistance as requested.
- (8) Arrange and coordinate meeting location for quarterly board meetings.
- (9) Take minutes at NMPS board meeting. Distribute minutes and agenda to board members.
- (10) Type election ballots for state elections, mail and tabulate results.
- (11) Assist President Elect in convention organization, planning, and execution.
- (12) Ethical Practices Committee maintenance of records.
- (13) Collect and disseminate Board Reports.
- (14) Maintain checkbook and other financial records.
- (15) Other duties or special assignments that may be assigned by the Executive Committee.

Section C. The Executive Committee will direct and review the Executive Director and the terms of engagement.

ARTICLE 8 – RECALL OF OFFICERS

Section A. Any officer of the Association not performing the duties of his office shall be subject to recall upon the petition of ten percent (10%) of the members in good standing provided such officer accused shall be given a copy of the charges and provided that such recall action be approved by two-thirds of all Board members.

Section B. An officer or director, who shall fail to attend two consecutive regularly scheduled Board meetings without sending a written proxy, shall be notified by the Association President at least 30 days prior to the next Board meeting that they will be removed from office unless they justify their failure to perform their duties. After consideration of evidence, the removal from office must be approved by two-thirds of all Board members.

Section C. The Executive Director will notify the President of any officer or director whose membership dues are not received by March 31 of the renewal year. Unless stated, the Board has waived dues, the President will notify said officer or director in writing that the position held by that member is now considered vacant. The vacancy will be filled by decision of the Executive Committee.

ARTICLE 9 – COMMITTEES

Section A. Committees will be appointed as needed.

Section B. The President with the advice and approval of the Board may appoint the chairman and members of committees. The chairman of the respective committee may appoint members of the committee.

Section C. The president shall appoint a Nominating Committee annually not later than September 1. This committee shall prepare, from the list of eligible members of the Association a slate of candidates for the elective office of Vice President to be filled at the forthcoming election. Members must be active participants in a local chapter to qualify as candidates for State and chapter offices. The slate shall consist of one or more candidates for the office of Vice President. All such candidates shall be voting members in good standing at

the time of their nomination. The Nominating Committee shall report its list of candidates no later than October 1 to the President and Executive Director.

Section D. The Executive Committee shall provide certified results of elections to the Board.

Section E. The Executive Committee shall prepare a Scope of Responsibilities for all Committees and Association Representatives to be submitted to the Board for approval.

ARTICLE 10 – MEETINGS

Section A. The Association may hold meetings, other than the annual meeting, at the direction of the Board or upon the written request of twenty-five (25) percent of the voting membership.

Section B. The Board shall meet not less than four times a year, at times and places determined by the Board. One meeting shall be the annual meeting of the Association.

Section C. The Board shall meet at the call of the President or at the written request of four (4) or more Board members or twenty-five (25) percent of the voting membership of the Association.

Section D. Each Chapter shall meet at least six times a year.

Section E. The order of business at all meetings of the Association and the Board should be as follows:

- (1) Roll call
- (2) Reading of minutes
- (3) Reading of communications
- (4) Reports of officers
- (5) Reports of committees
- (6) Unfinished business
- (7) New Business
- (8) Adjournment

Section F. Meetings of the Board shall be open to any member in good standing unless otherwise specifically ruled by the Chairman of the session. Such member(s) shall attend as an observer and may be accorded floor privileges at the discretion of the Chairman of the session.

Section G. For the purpose of transacting business by the Board or by the Executive Committee, a quorum shall consist of a majority of its members.

ARTICLE 11 – CORPORATE SEAL

Section A. The Corporate seal of this Association shall be a circular seal with the name of the Association around the border and the words "Corporate Seal" in the center. The Executive Director shall have custody of the seal. The Treasurer of the Association shall be the registered agent of the Corporation.

ARTICLE 12 – ACCESS TO RECORDS

Section A. Any member in good standing upon making arrangements with the Executive Director shall have access to all books and records of the Association or Board.

ARTICLE 13 – SUSPENSION OF BYLAWS

Section A. Any section or part thereof of these bylaws may be suspended for a specific purpose and for the duration only of the meeting at which such action is taken. Suspension shall require a two-thirds (2/3) affirmative vote of the members present at the meeting.

ARTICLE 14 – PARLIAMENTARY PROCEDURE

Section A. Robert's Rules of Order, Newly Revised 9th Edition, or the most current edition, shall govern matters of parliamentary procedure at all meetings of the Board, executive committee and Association.

Accepted and approved by the New Mexico Professional Surveyors Board of Directors July 24, 2009.