



**EASTERN NEW YORK
SOCIETY OF LAND SURVEYORS, INC.**

**CONSTITUTION
AND
BY-LAWS**

Last Revised: November 11, 2021

TABLE OF CONTENTS

i - iii

CONSTITUTION

ARTICLE I - NAME, PURPOSES, AND AFFILIATION	1
Sec. 1 NAME	1
Sec. 2 PURPOSES AND OBJECTIVES	1
Sec. 3 AFFILIATION	1
ARTICLE II - MEMBERSHIP	2
Sec. 1 CLASSES	2
Sec. 2 ELIGIBILITY TO VOTE AND HOLD OFFICE	3
ARTICLE III - OFFICERS AND BOARD OF DIRECTORS	3
Sec. 1 ADMINISTRATION	3
Sec. 2 ORGANIZATION	3
Sec. 3 DUTIES AND RESPONSIBILITIES	4
ARTICLE IV - MEETINGS .	4
Sec. 1 ANNUAL MEETING	4
Sec. 2 REGULAR AND SPECIAL MEETINGS	4
ARTICLE V - AMENDMENTS	4
Sec. 1 METHOD OF AMENDMENT	4
Sec. 2 AUTOMATIC AMENDMENTS	4

TABLE OF CONTENTS:

<u>BY-LAWS</u>	<u>PAGE</u>
ARTICLE I - MEMBERSHIP, ADMISSION AND SEPARATION	6
Sec. 1 APPLICATION FOR MEMBERSHIP	6
Sec. 2 HONORARY MEMBERSHIP	6
Sec. 3 STATE ASSOCIATION MEMBERSHIP	6
Sec. 4 SEPARATION PROCEDURE	7
Sec. 5 CAUSES FOR SEPARATION	7
ARTICLE II - BOARD OF DIRECTORS	7
Sec. 1 BOARD MEETINGS	7
Sec. 2 QUORUM AND VOTING	8
Sec. 3 VACANCIES AND SEPARATION	8
ARTICLE III - OFFICERS	8
Sec. 1 TERM OF OFFICE	8
Sec. 2 PRESIDENT	9
Sec. 3 EXECUTIVE VICE-PRESIDENT	9
Sec. 4 VICE-PRESIDENT	9
Sec. 5 SECRETARY	10
Sec. 6 TREASURER	11
Sec. 7 COMPENSATION	11
Sec. 8 ABSENCE AND VACANCIES	11
Sec. 9 PARLIAMENTARIAN AND HISTORIAN	12
ARTICLE IV - SOCIETY MEETINGS	13
Sec. 1 MEETINGS	13
Sec. 2 QUORUM AND VOTING	13

TABLE OF CONTENTS:

<u>BY-LAWS</u>	<u>PAGE</u>
ARTICLE V - COMMITTEES	14
Sec. 1 STANDING COMMITTEES	14
Sec. 2 TEMPORARY COMMITTEES	18
 ARTICLE VI – DUES	 18
Sec. 1 DETERMINATION OF DUES	18
Sec. 2 DUE DATES	19
Sec. 3 REINSTATEMENT	19
Sec. 4 HONORARY LIFE MEMBERS	19
 ARTICLE VII - AMENDMENTS	 19
Sec. 1 METHOD OF AMENDMENT	19
Sec. 2 AUTOMATIC AMENDMENTS	19
 REVISION HISTORY	 20-26

CONSTITUTION

ARTICLE I NAME, PURPOSES AND AFFILIATION

Sec. 1 NAME

The name of this organization shall be the Eastern New York Society of Land Surveyors, Inc. (hereinafter referred to as the Society).

Sec. 2 PURPOSES AND OBJECTIVES

The purposes and objectives of the Society are as follows:

- (a) To maintain the practice of Land Surveying as a profession.
- (b) To promote the economic welfare of members of the Land Surveying profession by maintaining an active public relations program and by other related means.
- (c) To foster the establishment and maintenance of uniform high professional standards of work and ethics in the practice of the profession of Land Surveying for the greater protection of the public interest throughout the region.
- (d) To secure common representation and guidance on laws, regulations, or any other issues that may affect the members' practice or the profession.
- (e) To collect and disseminate information of value to the members and to the general public regarding the profession of Land Surveying.
- (f) To advise members of the laws, rules, and regulations, and the interpretation of same, which affect the practice of Land Surveying.
- (g) To promote a spirit of friendship and cooperation among the members of the Society.

Sec. 3 AFFILIATION

The Society is affiliated with the New York State Association of Professional

CONSTITUTION

Land Surveyors, Inc. (hereinafter referred to as the State Association).

- (a) The Society shall be subject to the Constitution and By-Laws of the State Association.
- (b) The Society shall be governed by the Canons of Ethics of the State Association.
- (c) The Society shall adhere to the Code of Practice for Land Surveys of the State Association.

ARTICLE II MEMBERSHIP

Sec. 1 There shall be seven (7) classes of membership as follows:

- (a) Regular Member: Those individuals currently registered for practice as licensed Land Surveyors by the New York State Department of Education.
- (b) Life Member: A Regular Member of the Society who:
 - (1) was registered to practice and who retires from professional practice; and,
 - (2) whose age and years of membership in the Society equals or exceeds the number of 80 when added together.
 - (3) If a designated Life Member's registration becomes reactivated; membership shall revert to Regular Member status.
- (c) Associate Member: Any person supportive of the surveying profession that is not a Professional Land Surveyor.
- (d) Honorary Member: An individual who exemplifies outstanding devotion and contribution to the profession of Land Surveying.
- (e) Sustaining Member: A firm that provides services to the Land Surveying Profession.

CONSTITUTION

- (f) Student Member: A college or postgraduate student who is enrolled in a surveying program.
- (g) Corresponding Member: A Land Surveyor whose Land Surveying license is not active in New York State who wishes to receive member communications, as authorized by the Board.
- (h) Retired Member: A NYS registered land surveyor who has retired from practice based on Social Security criteria, and who has been a member of NYSAPLS for 10 or more years over the past 15 years.

Sec. 2 ELIGIBILITY TO VOTE AND HOLD OFFICE

- (a) Eligibility to vote and serve as a member of the Board of Directors shall be restricted to Regular, Life, Associate, and Student Members who qualify as members under Article II, Sec. 1 (a), 1 (b), 1 (c) or 1 (f).
- (b) Other membership classifications shall enjoy all privileges of the Society except the rights to vote and hold office.

ARTICLE III OFFICERS AND BOARD OF DIRECTORS

Sec. 1 The administration of Society affairs shall be vested in its Board of Directors (hereinafter referred to as the Board.)

Sec. 2 ORGANIZATION

- (a) The Board shall consist of nine (9) elected Regular, Life, or Honorary Members who qualify as members under Article II, Sec. 1 (a) or 1 (b), to be known as Senior Directors, and three (3) elected Associate Members, to be known as Associate Directors, and each shall serve a term of three (3) years, provided that the terms of three (3) Senior Directors and one (1) Associate Director shall expire each year. In addition, the most recent Past President who is not currently an elected Director shall be a member of the Board.
- (b) The officers consisting of a President, Executive Vice-President, Vice-President, Secretary, and Treasurer shall be elected each year by the

CONSTITUTION

Board. Officers shall be Regular or Life Members who qualify as members under Article II, Sec. 1 (a) or 1 (b), except that the office of Secretary may also be held by an Associate or Student Member who qualify as members under Article II, Sec. 1 (c) or 1 (f). They shall hold office for one (1) year or until their successors are elected. Terms of office to coincide with the calendar year. Installation of Officers and Directors to be at the end of the annual meeting in November after the election is held and the Officers and Directors are chosen.

- (c) If the presiding officer at a meeting of the Board is not a Director, they shall hereby be authorized to cast a deciding vote, only in the case of a tie.
- (d) The President and the Executive Vice President of the Society shall serve as Directors of the State Association and shall be reimbursed for all necessary expenses.

Sec. 3 The duties and responsibilities of the Board and the officers elected by the Board shall be as set forth in the By-Laws of the Society.

ARTICLE IV MEETINGS

Sec. 1 The Society shall hold an annual meeting during the month of November for the purpose of electing Directors and the transaction of other business for the Society.

Sec. 2 Regular and special meetings will be held as set forth in the By-Laws.

ARTICLE V AMENDMENTS

Sec. 1 This Constitution may be amended, in whole or in part, at any annual meeting or at a special meeting called for that purpose, by an affirmative vote of two-thirds (2/3) of all ballots cast by the members, provided that such amendment or amendments and ballots shall have been presented in writing to the members at least twenty (20) days prior to the date of the meeting.

Sec. 2 AUTOMATIC AMENDMENTS

CONSTITUTION

- (a) Where any part of this Constitution is in conflict with the Constitution and By-Laws of the State Association, that part shall be changed to conform to the Constitution and By-Laws of the State Association.
- (b) A simple majority at a regular, special or annual meeting shall be required for acceptance of the wording.
- (c) Until such time as the amendment shall be made, the affected part shall be considered void and the corresponding part of the State Constitution and By- Laws shall be considered a part of this Constitution and By-Laws.

BY- LAWS

ARTICLE I MEMBERSHIP, ADMISSION AND SEPARATION

Sec. 1 Membership in the Society shall be by application to the State Association.

- (a) Application for admission to the Society in the class of Sustaining, Corresponding or Student Member shall be made to the Central Office of the State Association. Application for admission to the Society in the class of Regular, Life, or Associate Member shall be made to the Central Office of the State Association, and shall designate the Society as the primary or secondary regional affiliation.
- (b) All applications shall support the qualifications for the class sought, as set forth in Article II, Sec. I of the Constitution.
- (c) If a new or renewal applicant is deemed by the Board as not meeting the qualifications for the class sought, as set forth in Article II, Sec. I of the Constitution, the Board shall instruct the Membership Committee to inform the State Association, in writing, that said applicant has not met the qualifications for the class sought, and shall indicate to the State Association that the applicant:
 - (1) Meets the qualifications for a different class of membership, upon which the applicant will be accepted as a member of the Society in that membership class for which they qualify, or
 - (2) Does not meet the qualifications for any class of membership, upon which the applicant will be rejected and not entered on the rolls as a member of the Society.

Sec. 2 Upon the recommendation of the Board, and an affirmative ballot of two-thirds (2/3) of the votes at any annual meeting, the name of any individual deserving of Honorary Membership shall be forwarded to the Secretary of the State Association for the consideration of the Board of Directors of the State Association.

Sec. 3 All members in good standing in the Society shall be members of the State Association.

BY- LAWS

Sec. 4 A Society member of any class may be dropped for due cause by an affirmative vote of two-thirds (2/3) of the voting members attending any regular meeting of the Society provided said member shall have been notified in writing of the pending action at least thirty (30) days prior to the meeting.

Sec. 5 Revocation by the State of License to Practice, failure to maintain registration, unethical practices, repeated display of incompetence, or other acts of commission or omission deemed to reflect adversely upon the Society or the profession shall constitute due cause for severance of membership in the Society.

NOTE: See Article VI, Sec. 2 and 3 for separation for non-payment of dues.

ARTICLE II BOARD OF DIRECTORS

Sec. 1 BOARD MEETINGS

- (a) Unless otherwise ordered by the Board, regular meetings of the Board shall be held on the second (2nd) Thursday monthly except January, June and July at such place and time as shall be established by the Board.
- (b) A meeting of the Board shall be held during the annual meeting of the Society for the purpose of electing officers.
- (c) Special meetings may be called by the President for the purpose of transacting emergency business or discussing topics of extreme importance to the Society. Such special meetings must be called by the President at the written or electronic request of at least four (4) Directors.
- (d) When a regular meeting of the Board does not coincide with a regular membership meeting, a dinner allowance will be made for each Director in attendance in an amount to be determined annually by the Board. In the event that no action is taken as prescribed herein the allowance shall remain as last established.

BY- LAWS

Sec. 2 QUORUM AND VOTING

- (a) No Board business shall be transacted at any meeting except as a quorum is in attendance.
- (b) For the purpose of transacting Board business, a quorum shall be defined as a majority of the total number of Directors.
- (c) Passage or failure of all measures presented at any meeting for Board action, shall be determined by a majority vote of the Directors present.
- (d) Attendance by telepresence, when practical and feasible, where the distant participant can engage fully may be allowed for determination of quorum and voting.

Sec. 3 VACANCIES AND SEPARATION

- (a) Any Director who, by reason of death, resignation, or separation, or who is otherwise unable to serve in the capacity to which they were elected, shall be replaced for the unexpired portion of their term of office at the next annual election.
- (b) A Director may be removed from office for due cause by an affirmative vote of two-thirds (2/3) of the Board attending any Board of Directors meeting provided said Director shall have been notified in writing of the pending action at least twenty-five (25) days prior to the meeting.
- (c) Multiple, repeated, unexcused absences from Board meetings, or severance of membership in the Society, shall constitute due cause for removal from office.

ARTICLE III OFFICERS

- Sec. 1 Officers shall be elected by the Board at the annual meeting for a term of one (1) year coinciding with the calendar year.

NOTE: See Constitution, Article III, Sec. 2 (b).

BY- LAWS

Sec 2 The President of the Society shall:

- (a) Preside at all meetings of the Society and the Board.
- (b) At or before the first meeting of the Society following their assumption of office, appoint such Standing Committees as are indicated elsewhere in these By-Laws.
- (c) Appoint all Temporary Committees.
- (d) On or before September first (1st) of each year, appoint a Nominating Committee as provided in ARTICLE V, Sec. 2 (a) of these By-Laws.
- (e) Be ex-officio a member of all committees except the Nominating Committee.
- (f) At or before the first meeting of the Society following their assumption of office, appoint a Society Historian and a Society Parliamentarian.
- (g) Perform such other duties as are incident to the office.

Sec. 3 The Executive Vice-President of the Society shall:

- (a) In the absence or disability of the President, perform the duties of that office.
- (b) In the event of death, resignation or removal of the President from office, succeed to that office and assume the duties thereof for the unexpired portion of the term of office.
- (c) Perform such duties as may be delegated by the President.

Sec. 4 The Vice-President of the Society shall:

- (a) In the absence or disability of the President and Executive Vice-President, perform the duties of the President.
- (b) In the event of death, resignation or removal of the President and Executive Vice-President from office, succeed to the office of President and assume the duties thereof for the unexpired portion of the term of office.
- (c) Perform such duties as may be delegated to them by the President.

BY- LAWS

Sec. 5 The Secretary of the Society shall:

- (a) Notify the membership of all meetings of the Society.
- (b) Keep minutes of all meetings of the Society and the Board and record the recommendations of all committees.
- (c) Conduct Society correspondence and carry into execution all directives, votes and resolutions not otherwise committed.
- (d) Keep a current roster of the names and addresses of all members.
- (e) Notify members of their appointment to committees.
- (f) Notify officers and members of the Board of their election.
- (g) Prepare an annual report of the action, activities and condition of the Society.
- (h) Upon receipt of the report of the Nominating Committee, as provided in ARTICLE V, Sec. 2 (a) of these By-Laws, and at least two (2) weeks prior to the annual meeting, prepare and mail to each voting member of the Society at their last known address, an announcement of said annual meeting, date, starting time, and place. Said announcement shall include a ballot setting forth the names of the candidates as proposed by the Nominating Committee and provide space for the insertion of additional names for each office. The ballot shall be of such shape and size that it must be folded to mail in a standard size envelope. Also included with the announcement shall be an envelope addressed to the Secretary. The back of the envelope shall have, imprinted or stamped a space for the signature of the voting member. A ballot received without the required signature shall be void. The Secretary shall give the tellers the unopened envelopes. The tellers shall call for the vote, by closed ballot, of those eligible members present who have not voted by mail.
- (i) At the direction of the Board, the Secretary may conduct the balloting via secure electronic means. The electronic method chosen must include an auditable record to show that each vote was cast by an eligible member while preserving the anonymity of votes so cast. The electronic option may be used to either replace or supplement the method described in (h) above.

BY- LAWS

Sec. 6 The Treasurer of the Society shall:

- (a) Keep an accurate accounting of all monies received and expended.
- (b) Deposit all funds in a bank approved by the Board.
- (c) Report on the financial status of the Society at the annual meeting and such other meetings as requested. For reporting purposes the fiscal year of this organization shall begin January 1 and end December 31.
- (d) Disperse Society funds only as directed by the Board.
- (e) Submit all records, accounts and correspondence to audit, as and when requested by the Board.
- (f) File the appropriate forms with the IRS to maintain the tax exempt status of the Society.

Sec. 7 All officers shall serve without compensation except that the Secretary and/or Treasurer may be paid from Society funds an amount to be determined annually by the Board.

Sec. 8 ABSENCE AND VACANCIES

- (a) In the absence of, or temporary inability of, the Secretary or Treasurer to serve at full capacity, the President shall appoint a Secretary or Treasurer pro tem. Temporary inability shall be construed as not exceeding three (3) months.
- (b) Any duly elected officer, with exception of the President, who by reason of death, resignation, separation or who is otherwise unable to serve in the capacity to which they were elected, shall be replaced for the unexpired portion of their term of office, without undue delay, by the Board.

BY- LAWS

Sec. 9 PARLIAMENTARIAN AND HISTORIAN

- (a) The Parliamentarian of the Society shall:
 - (1) Be present at all meetings of the Society and Board.
 - (2) Assist the presiding officer in following parliamentary procedure and act as the reference person on questions relating to the Constitution and By-Laws of the Society, the Constitution and By-Laws of the State Association, and Robert's Rules of order.
 - (3) Ensure that policy decisions are within limits established by the Constitution and By-Laws of the Society.
 - (4) Serve as a member of the Constitution & By-Laws Committee.
- (b) The Historian of the Society shall:
 - (1) Compile, organize and maintain a collection of photographs, articles, files, and other Society memorabilia and historical documents as a record of Society activity.
 - (2) Research the history of the Society and make presentations to the Members or Board when requested.
 - (3) Assist with the planning and arrangement of Society exhibits.
 - (4) Prepare periodic reports of Society history.
- (c) The Parliamentarian and Historian shall assume their duties when appointed by the President as specified in Article III, Section 2 (f). The Parliamentarian and Historian shall continue to serve until replacement or resignation.
- (d) Unless the Parliamentarian and Historian are Officers or Directors, they shall not be voting members of the Board, and shall not count towards quorum.
- (e) In the absence or temporary inability of the Parliamentarian to serve at full capacity, the President shall appoint a Parliamentarian pro tem.

BY- LAWS

ARTICLE IV SOCIETY MEETINGS

Sec. 1 MEETINGS

- (a) Regular meetings of the Society shall be held on the second (2nd) Thursday during the months of March, May, September and November at such place and time as shall be established by the Board. The date of a regular meeting may be changed by the Board for reasonable cause.
- (b) The regular meeting in November shall be known as the annual meeting and shall be for the purpose of electing Directors, receiving reports of officers and committees and for any other business that may arise.
- (c) Special meetings may be called by the President for the purpose of transacting emergency business or discussing topics of extreme importance to the Society. Such special meetings must be called by the President at the written or electronic request of at least ten (10) voting members in good standing. Notice of all special meetings and the reason for such meetings shall be transmitted to all members at least five (5) days prior to the meeting, and no business, other than that specified in the notice, shall be transacted at the meeting.

Sec. 2 QUORUM AND VOTING

- (a) No Society business shall be transacted at any meeting except as a quorum is in attendance.
- (b) For the purpose of transacting Society business, a quorum shall be defined as a majority of the Board of Directors and at least 50% of the average number of attendees from the three preceding General Membership Meetings.
- (c) Passage or failure of all measures presented at any meeting for Society action shall be determined by a majority vote of the voting membership present, except as specifically indicated in ARTICLE V of the Constitution and ARTICLES I, IV and VII of these By-Laws.
- (d) The manner of casting ballots on all questions shall be at the discretion

BY- LAWS

of the presiding officer, except as specifically provided under the Constitution or elsewhere in these By-Laws; and further accepted that a written or other form of secret ballot must be employed when requested by any member entitled to vote.

- (e) For the purpose of election of Directors, only a plurality of votes cast shall be required. In case of a tie vote, a revote by those eligible members present shall be required to resolve the tie.
- (f) When an election of Directors includes an additional Director or Directors to be elected to fill an unexpired term or terms per Article II, Sec. 3 (a), the candidate receiving the largest number of votes will be elected to fill the vacant position with the longest term, in order, until all vacant positions are filled.
- (g) If, between the annual election in November and the beginning of the Director-elects' term in January, a Director-elect resigns, or declines to accept the position for which they were elected, the Board shall re-apportion the available Director positions amongst the remaining Directors-elect and candidates for Director from the most recent annual election, with the Director-elect or candidate receiving the largest number of votes being assigned to fill the available Director position with the longest term, in order, until all available Director positions are filled.
- (h) The rules contained in "Robert's Rules of Order" shall govern the Society in all cases to when they are applicable, and in which they are not inconsistent with the By-Laws or the special rules of the Society.

ARTICLE V COMMITTEES

Sec. 1 The following Standing Committees shall be appointed by the President as outlined in ARTICLE III, Sec. 2 (b) of these By-Laws:

- (a) Constitution and By-Laws Committee: This Committee shall:
 - (1) Maintain a continuing study of the Constitution and By-Laws and the application of the provisions thereof.

BY- LAWS

- (2) Receive, study, and initiate suggestions for amendments to the Constitution and By-Laws.
 - (3) Act in an advisory capacity to the officers and committees of the Society in interpreting the provisions of the Constitution and By-Laws.
 - (4) Report to the Board on the above, and recommend specific specialized studies of the Constitution and By-Laws when deemed desirable.
- (b) Scholastic Development Committee: This Committee shall:
- (1) Foster recognition of professionalism among students.
 - (2) Seek continued improvement in the education of Surveyors.
 - (3) Endeavor to inculcate professionalism through the educational institutions.
 - (4) Award annual scholarships for scholastic achievement and raise funds for same.
- (c) Ethical Practices Committee: This Committee shall:
- (1) Periodically review the published Canons of Ethics of the State Association and recommend means to maintain and advance them.
 - (2) Investigate and discourage unethical and illegal practices.
 - (3) Cooperate with authorities concerned with the administration and enforcement of laws that govern and control the practices of Surveying.
 - (4) Consider and recommend to the Board the expulsion of members for cause shown.

BY- LAWS

- (d) Continuing Education Committee: This Committee shall:
- (1) Promote the continued professional development of the Society through the educational processes.
 - (2) Sponsor seminars or workshops on a regular basis in order to provide educational opportunities to the Society.
 - (3) Act as liaison between the Society and the Education Committee of the State Association.
- (e) Finance Committee: This Committee shall:
- (1) Study the reports of the Treasurer and advise the President of any action that should be taken to protect the financial condition of the Society.
 - (2) Review the financial condition and policies of the Society and recommend any steps deemed desirable to improve the financial status and operation of the Society.
 - (3) Audit the books each year allowing the Treasurer sufficient time to prepare the "end of the year" report for the annual meeting.
 - (4) Prepare an annual budget prior to December 1 for submission by the President to the Board.
- (f) Membership Committee: This Committee shall:
- (1) Recommend steps and actions to be taken by the Society to obtain the membership of all eligible persons, and promote and implement all approved steps and actions.
 - (2) Receive and review lists of new and renewal applicants from the State Association to determine if said applicants meet the qualifications for the class sought, as set forth in Article II, Sec. I of the Constitution, and upon determination that the applicant does not meet the qualifications for the class sought, recommend action to the Board.

BY- LAWS

(3) At the direction of the Board, inform the State Association in writing of the rejection of an applicant or change in the applicant's class of membership.

(g) Program Committee: This Committee shall:

(1) Provide a varied choice of special programs of interest and value to the Society.

(2) Determine nature or type of all programs.

(3) Contact and arrange for speakers, participants or special guests.

(4) Arrange for meeting place and facilities, unless these duties have already been designated to another by the President.

(5) Notify Secretary of all arrangements prior to notification of meeting to all members.

(h) Public Relations Committee: This Committee shall:

(1) Cause to be published, articles of interest to the public.

(2) Promote such public activities as to develop a better understanding of the profession.

(i) Business Practices and Technical Information Committee: This Committee shall:

(1) Continually study current costs of labor, materials, equipment, etc. as they affect survey work.

(2) Make, periodically, a survey of area personnel practices, in order to better determine current operational costs.

(3) Inform the Society of new techniques, equipment, etc.

BY- LAWS

(j) Legislative Committee: This Committee shall:

- (1) Through periodic reports, inform the Society in regard to new laws or changes in laws, requirements, regulations, local ordinances, rules, map and report filings, as they pertain to the practice of Land Surveying.
- (2) Act as liaison between the Society and the Legislative Committee of the State Association.

Sec. 2 The following Temporary Committees shall be appointed by the President as outlined in ARTICLE III, Sec. 2 (c) of these By-Laws:

- (a) Nominating Committee: On or before September 1 of each year, the President shall appoint a Nominating Committee of at least one (1) Regular or Life Member, and at least one (1) Associate Member to prepare a slate of candidates for Directors for the ensuing year. After investigating the background and eligibility of all candidates proposed, the Committee shall discuss the proposed position with the candidate selected in order to make them aware of the functions and responsibilities of the office and secure their assurance of the acceptance if their selection is confirmed. This Committee shall report its selections to the Secretary not later than three (3) weeks prior to the annual meeting. The President shall not serve on the Nominating Committee and shall not influence the Committee's deliberations.
- (b) The President may at any time appoint other Temporary Committees on subjects for which there is no Standing Committee, and which are deemed necessary in the conduct of the Society business or offer an expedient means of furthering the affairs of the Society.

ARTICLE VI DUES

Sec. 1 Society (regional) dues for the various classes of membership shall be determined annually by a majority vote of the voting membership present at the annual meeting. In the event that no action is taken as prescribed herein, dues shall remain as last established until changed by action of the voting membership at a meeting duly called for that purpose. Changes in Society dues

BY- LAWS

shall be forwarded to the State Association and shall take effect at the next regular dues assessment of the State Association.

Sec. 2 Dues for all classes of membership shall be due as specified by the State Association. Members of any class delinquent in their dues shall be considered not in good standing and, if dropped from the rolls of the State Association, shall be dropped from the rolls of the Society and lose all privileges thereof.

Sec. 3 Any member dropped from Society rolls for non-payment of dues may be reinstated by reapplication to the State Association.

Sec. 4 Honorary Members and Life Members shall not be liable for annual dues.

ARTICLE VII AMENDMENTS

Sec. 1 These By-Laws may be amended, in whole or in part, at any annual meeting or at a special meeting called for that purpose by an affirmative vote of two-thirds (2/3) of all ballots cast by the members; provided that such amendment or amendments and ballots shall have been presented in writing to the members at least twenty (20) days prior to the date of the meeting.

Sec. 2 AUTOMATIC AMENDMENTS

(a) Where any part of these By-Laws is in conflict with the Constitution and By-Laws of the State Association, that part shall be changed to conform with the Constitution and By-Laws of the State Association.

(b) A simple majority at a regular, special or annual meeting shall be required for acceptance of the wording.

(c) Until such time as the amendment shall be made, the affected part shall be considered void and the corresponding part of the State Constitution and By-Laws shall be considered a part of this Constitution and By-Laws.

REVISION HISTORY

June 27, 1962 - Original Adoption

REVISIONS

<u>DATE</u>	<u>SECTION</u>	<u>NATURE OF REVISION</u>
July 10, 1963	Art. III, Sec. 1 e add. Sec. 2 b rev. B.L. Art. I, Sec. 1 c added	Associate Member Added Associate Member Added Membership in State Assoc.
April 8, 1964	B.L. Art. V, Sec. 1 a rev.	Provided for State Dues
October 5, 1966	B.L. Art. III, Sec. 2 b rev.	Changed definition of Quorum
September 19, 1969	Art. I, Sec. 1 rev. B.L. Art. II, Sec. 1 d rev. B.L. Art. IV, Sec. 2 a rev. B.L. Art. V, Sec. 1 b rev.	Changed month of Annual Meeting Changed Date of Appointment of Nominating Committee Changed Dues Date & Delinquency
November 11, 1970	Entire Constitution and By-Laws Rewritten to Allow More Participation by Junior Members - Voting, Board of Directors, etc.	
November 13, 1974	Entire Constitution and By-Laws Rewritten to Allow Non-Director Officers, add Executive Vice-President and Intern Surveyor Member and Establish Potential Succession of Office, etc.	
January 11, 1978	B.L. Article I, Sec. 3 B.L. Article V, Sec. 1 b B.L. Article V, Sec. d Const. Article II, Sec. 1 d Sec. 1 f	Change Application Processing Procedures Create Scholastic Development Committee, delete Education Committee Delete Business Practices Committee, create Continuing Education Committee Change Junior Member to Associate Member Change Associate Member to Affiliate Member
January 10, 1979	Const. Art. III, Sec. 2 d B.L. Art. III, Sec. 2 f B.L. Art. V, Sec. i B.L. Art. V, Sec. j	Substitute Executive V.P. in place of Past President Change f to g and add new f - Creating Office of Historian and Parliamentarian Add Business Practices Committee Add Technical Information Committee
March 14, 1979	B.L. Art. V, Sec. 1, (h) B.L. Art. IV, Sec. 2	Delete (h) 3, display for Engineer's Week Change (e) to (f), add new (e) - Plurality vote for Directors Addition to (c) to cover Provisions of (e).

REVISION HISTORY

November 12, 1990

REVISIONS

SECTION

NATURE OF REVISION

Annual Meeting

Const. Art IV, Sec. 1

Change “January” to “November”

B.L. Art III, Sec. 2 (d)

Change “November” to “September”

B.L. Art. IV, Sec. 1 (a)

Delete “July”

B.L. Art IV, Sec. 1 (b)

Change “January” to “November”

B.L. Art. V, Sec. 2 (a)

Delete “November first (1st)” and replace with “September 1”

Annual Budget

B.L. Art. V, Sec. 1 (e)(4)

Delete “November first (1st)” and replace with “September 1”

Installation & Terms of Office

Const. Art. III, Sec. 2 (b)

Add at end “Terms of Office to coincide with the calendar year. Installation of Officers and Directors to be at the regular meeting in January”

B.L. Art. III, Sec. 1

year.”

Delete: period Add at end “coinciding with the calendar

Voting

B.L. Art. IV, Sec. 2 (e)

Delete “to vote” and replace with “of votes cast”. Add at end “In case of a tie vote, a revote by those eligible members present shall be required to resolve the tie”.

Dues

B.L. Art. III, Sec. 6 (b)

Delete: period Add at end “unless agreement is made with the State Association to provide collection services.”

B.L. Art. III, Sec. 6 (b)(2)

Delete and add as new sec. 6 (g)

B.L. Art. VI, Sec. 1

Add at end “changes in dues shall take effect on February 1 following the change.”

B.L. Art. VI, Sec. 2

Change “the first (1st) day of February” to “February 1”.

B.L. Art. VI, Sec. 2

Change: “April first (1st)” to “April 1”.

B.L. Art. VI, Sec. 2

Change: “June first (1st)” to “June 1”.

Fiscal Year

B.L. Art. III, Sec. 6 (d)

Add at end “For reporting purposes the fiscal year of this organization shall begin November 1 and end October 31 of the following year”.

Director Expenses

Const. Art. III, Sec. 2 (d)

Delete: period. Add at end “and shall be reimbursed for all necessary expenses”.

BOD Meetings

REVISION HISTORY

B.L. Art. II, Sec. 1 (a) Delete: “during the months of February, April, June, August, October and December” and replace with “monthly except July.”

REVISIONS

SECTION

NATURE OF REVISION

B.L. Art. II, Sec. 1 (d) Add as new “When a regular meeting of the Board does not coincide with a regular membership meeting, a dinner allowance will be made for each Director in attendance in an amount to be determined annually by the Board. In the event that no action is taken as prescribed herein the allowance shall remain as last established”.

Membership Application

B.L. Art. I, Sec. 1 Constitution. Delete all of that portion of the second sentence following

Membership

Const. Art. II, Sec. 1 (b) Delete “65” and replace with “sixty-five (65)”

B.L. Art. I, Sec. 2 Delete “two-thirds” and replace with “two-thirds (2/3)”

B.L. Art. I, Sec. 3 (a) (2) Delete “7” and replace with “seven (7)”.

B.L. Art. I, Sec. 5 Delete “two-thirds” and replace with “two-thirds (2/3)”.

November 11, 1992

NUMBERED FOR IDENTIFICATION PURPOSES ONLY

- | | | | | | |
|-----|------|-----|----|--------|--|
| 1. | B.L. | ART | I | Sec. 1 | Insert at beginning “Membership in the Society shall be by application through the Society or through the State Association.” |
| 2. | B.L. | ART | I | Sec. 1 | The existing Sec. 1 shall be renumbered Sec. 1 (a). |
| 3. | B.L. | ART | I | Sec. 2 | Insert after the new Sec. 1 (a) the following: “Sec. 1 (b) in lieu of the above, application may be made to Central Office of the State Association. Such application shall support the qualifications for the class sought as set forth in Art II, Sec. 1 of the Constitution.” |
| 4. | B.L. | ART | I | Sec. 3 | (a) (2) revise to “upon notification from Central Office of the State Association of all applications submitted per Art I, Sec. 1 (b) of By-Laws, membership shall be announced by the Secretary of the Society, in writing, to the general membership.” |
| 5. | B.L. | ART | I | Sec. 3 | (a) delete (3). |
| 6. | B.L. | ART | I | Sec. 3 | (a) delete (4). |
| 7. | B.L. | ART | I | Sec. 3 | (a) delete (5). |
| 8. | B.L. | ART | V | Sec. 1 | (f) (1) revise to “Receive and review all membership applications under Art I, Sec. 1 (a) of By-Laws.” |
| 9. | B.L. | ART | VI | Sec. 2 | In first line delete “the first.” |
| 10. | B.L. | ART | VI | Sec. 2 | In the third line insert “not” after “considered.” |
| 11. | B.L. | ART | VI | Sec. 3 | In second line delete all following “by.” |

REVISION HISTORY

- | | | | | | |
|-----|------|-----|----|--------|--|
| 12. | B.L. | ART | VI | Sec. 3 | In third line replace all before “payment” with “application and”. |
| 13. | B.L. | ART | VI | Sec. 3 | In third line replace “plus a” and add a period “.” after “dues”. |
| 14. | B.L. | ART | VI | Sec. 3 | Delete fourth line. |

In addition to the above amendments to the by-laws many previous “typos” were corrected.

November 13, 1996

NUMBERED FOR IDENTIFICATION PURPOSES ONLY

- | | | | | | |
|----|--------|-----|----|-----------|--|
| 1. | Const. | ART | II | Sec. 1(b) | Insert “or formerly” after “Currently” |
| 2. | B.L. | ART | II | Sec. 1 | Delete “Wednesday” and replace with “Thursday” |
| 3. | B.L. | ART | IV | Sec. 1 | Delete “Wednesday” and replace with “Thursday” |

November 11, 2010

Automatic Amendments in accordance with the NYSAPLS CBL

Cons. Art. I, §2-f Cons. Art. I, §3-a - Cons. Art. II, §1 - Cons. Art. II, §2-a – BL Art. I, §2

Minor Wording changes and Corrections to Grammar and Punctuation

*Cons. Art. I, §2-c,d – Cons. Art. II, §2-a,b – Cons. Art. III, §2-a – Cons. Art. III, §3 Cons. Art. IV, §2 – BL Art. II, §1-d – BL Art. III, §1-note - BL Art. III, §5-h
BL Art. III, §7 - BL Art. IV, §1-c – BL Art. V, §1-a-2 – BL Art. V, §1-e-4*

Allows an Associate Member to hold the office of Secretary

Cons. Art. III, §2-b

Changes Application/Membership Procedures and Membership Committee & Treasurer Duties

*BL Art. I, §1 – BL Art. I, §3 – BL Art. I, §4 – BL Art. III, §5-d
BL Art. III, §6 - BL Art. V, §1-f- BL Art. VI, §1 – BL Art. VI, §2 – BL Art. VI, §3*

Adds Procedures for Separation of Directors

BL Art. II, §3

Sets Forth the duties of the Historian and Parliamentarian

BL Art. III, §9

Allows Membership Meeting dates to be changed by the BOD

BL Art. IV, §-1a

Establishes Additional Election Procedures

BL Art. IV, §2-f,g

Clarification of Duties of the Continuing Education Committee

BL Art. V, §1-d

Clarification of Duties of Program Committee

BL Art. V, §1-g-4

Combines Business Practices & Technical Information Committees

BL Art. V, §1-i

REVISION HISTORY

Establishes the Legislative Committee

BL Art. V, §1-j

Revises the Composition and Duties of the Nominating Committee

BL Art. V, §2-a

November 14, 2013

REVISIONS TO BY-LAWS

ARTICLE III, SECTION 6 NATURE OF REVISION

The Treasurer of the Society Shall:

- (C) Change fiscal year to coincide with the calendar year (January 1 – December 31st) for income tax filing purposes.

ARTICLE V, SECTION 1 (e)

Finance Committee: This Committee Shall:

- (e) Change the date that the annual budget is due from “prior to September 1” to “prior to December 1”.

November 13, 2014

REVISIONS TO BY-LAWS

ARTICLE IV, SECTION 1 NATURE OF REVISION

- (a) Remove the month of January for regular society meetings

ARTICLE II, SECTION 1 NATURE OF REVISION

- (b) Not having board meetings in January and June by adding January and June as excepted months.

November 10, 2016

REVISIONS TO CONSTITUTION

Article II - Membership - Section 2 - Eligibility to Vote and Hold Office, Subsection (a)

- (a) Revised to delete “Honorary” and add “Student”;
- Reference added to Article II, Sec. 1, clause “1 (c) or 1 (f)”.

Article III - Officers and Board of Directors - Section 2, Subsection (b)

- (b) Revised to delete “Honorary” and adding “Associate” and “Student” as eligible to hold the office of Secretary.
- Reference added to Article II, Sec. 1, clause “1 (c) or 1 (f).
 - Reference to annual meeting held in January changed to November.

Article III - Officers and Board of Directors - Section 2, Subsection (c)

- (c) Revised to delete the word “he” and replace with the word “they”.

REVISIONS TO BY-LAWS

REVISION HISTORY

ARTICLE VII - AMENDMENTS, Section 1 is amended

- To change the requirement of notice from 10 days to 20 days to match Constitution.

ARTICLE II - BOARD OF DIRECTORS, Sec. 3 -VACANCIES AND SEPARATION, Subsection (a) is revised:

- To replace “he was” with “they were” and,
- To replace “his” with “their”.

ARTICLE III - OFFICERS, Sec. 2 - Subsection (b) is revised:

- To replace “his” with “their”.

ARTICLE III - OFFICERS, Sec. 2 - Subsection (f) is revised:

- To replace “his” with “their”.

ARTICLE III - OFFICERS, Sec. 3 - Subsection (c) is revised:

- To delete “to him”.

ARTICLE III - OFFICERS, Sec. 5 -Subsection (h) is revised:

- To replace the word “his” with ‘their’.
- To replace “starting date, time and place” with “date, starting time, and place”.

ARTICLE III - OFFICERS, Sec. 8 - ABSENCE AND VACANCIES, Subsection (b) is revised:

- To replace “he was” with “they were” and,
- To replace “his” with “their”.

ARTICLE IV - SOCIETY MEETINGS, Sec. 2 - QUORUM AND VOTING, Subsection (g) is:

- Revised to replace “he was” with “they were” and,
- Amended to change “the installation of new Directors at the regular meeting in January” and replace it with “and the beginning of the Director-elects’ term in January”

November 11, 2021

REVISIONS TO CONSTITUTION

Article II - Membership - Section 1 - subsection (b) Life Member, subsection (c) Associate Member, and subsection (f) Student Member

- All amended per NYSAPLS Constitution

Article II - Membership - Section 1 - subsection (h) Retired Member

- Added per NYSAPLS Constitution

REVISIONS TO BY-LAWS

Article II - Board of Directors - Section 1 - Board Meetings, subsection (c)

- Amended to allow electronic requests for emergency meetings

Article II - Board of Directors - Section 2 - subsection (d) Quorum and Voting

- Amended to allow for virtual attendance to meet quorum when needed

Article III - Officers - Section 4 - subsection (c) Vice President

REVISION HISTORY

- Amended to replace “him” with “them”.

Article III - Officers - Section 5 - subsection (i) Secretary

- Amended to allow electronic voting.

Article III - Officers - Section 6 - subsection (f) Treasurer

- Amended to add “File the appropriate forms with the IRS to maintain the tax exempt status of the Society” to duties.

Article IV - Society Meetings - Section 1 subsection (c)

- Amended to allow electronic requests for special meetings by at least 10 voting members.

Article IV - Society Meetings - Section 2 subsection (b)

- Amended to increase quorum from 30% to 50 % and to be based on previous meeting attendance.

Article IV - Society Meetings - Section 2 subsection (d)

- Replace “excepted” with “accepted.”