

I.P.L.S.A.

CONSTITUTION AND BY-LAWS

**CONSTITUTION OF THE ILLINOIS PROFESSIONAL
LAND SURVEYORS ASSOCIATION**

ARTICLE I

Name and Objective

SECTION 1. The Name of the Association shall be The Illinois Professional Land Surveyors Association, hereinafter referred to as the Association.

SECTION 2. The Illinois Professional Land Surveyors Association, incorporated under the laws of the State of Illinois, is a not for profit organization whose objectives shall be:

- A. To advance the sciences and art of the Land Surveying Profession and related fields;
- B. To protect the public welfare by encouraging members of the surveying profession to adopt and adhere to the highest standards of ethical and professional behavior;
- C. Uphold the Illinois Land Surveyors Act, as amended, and Administrative Rules;
- D. To provide for active liaison with other professional societies with similar or related interests;
- E. To promote public faith and confidence in services rendered by members of this organization;
- F. To monitor state laws and regulations affecting the profession of surveying; providing information and assistance to Legislators to encourage enactment or modification of such laws and regulations where they affect the Land Surveying Profession and the public welfare;
- G. To encourage its members to provide a professional service to the public based on unique qualifications and to maintain those qualifications through continuing education, professional association, and the use of current technology;
- H. To honor the leaders in the surveying profession and related fields;
- I. To support a program of public information and publications that will represent the professional and technical interests of surveying.

ARTICLE II

This organization, in its Activities and in its membership shall be non-political, non-sectarian, and statewide in its scope.

ARTICLE III

SECTION 1. The membership of the Association shall consist of eleven classes, as follows. Only Active, Retired Active, Retired Inactive and Life members may vote in the Association on the State level.

- A. Active Member: Any person who is a Professional Land Surveyor in the State of Illinois, and whose license is in full force and effect shall be eligible to apply for membership in the Association as an Active member.
- B. Retired Active Member: Any Active member in good standing who reaches the age of 65 and is no longer working full time in the surveying profession but wishes to maintain their license as active with the State of Illinois, and has paid dues to the Association as an Active member for the immediate past 10 years, and may become a Retired Active member upon application filed in the proper manner with the Association. The dues for this classification will be 50% of the Active Member dues rounded up to the nearest \$5.00 increment.
- C. Retired Inactive Member: Any Active member in good standing who reaches the age of 65 and has placed their license on the inactive statutes list with the Illinois Department of Financial and Professional Regulation. The dues for this member will be 10% of the Active member dues rounded up to the nearest \$5.00 increment.
- D. Life Member: A person of acknowledged eminence in Land Surveying who has rendered outstanding service to the Land Surveying Profession and who is an Active member in good standing of the Illinois professional Land Surveyors Association may be elected as a Life member of the Association by a two-thirds (2/3) vote of the Official Board of Directions. Life members are not required to pay dues. Any candidate for Life member must be sponsored by a Chapter. Upon official action by the sponsoring Chapter, a candidate shall be submitted to the Official Board of Directions for final action.
- E. Surveyor-In-Training Member: Any person who is a Surveyor-In-Training in the State of Illinois, and whose registration is in full force and effect shall be eligible to apply for membership in the Association as a Surveyor-In-Training member.
- F. Honorary Member: Any person of distinction who is not an Illinois Professional Land Surveyor but who has rendered significant service to the profession or Association may be elected as an Honorary member of the

Association by a two-thirds (2/3) vote of the Official Board of Directions. Honorary members are not required to pay dues. Any candidate for Honorary member must be sponsored by a Chapter. Upon official action by the sponsoring Chapter, a candidate shall be submitted to the Official Board of Directions for final action.

- G. Affiliate Member: Any person working in Land Surveying activities and interested in becoming an Illinois Professional Land Surveyor shall be eligible to apply for membership in the Association as an Affiliate member.
- H. Associate Member: Any person engaged in a Business or Profession related to Land Surveying and interested in the advancement of the Land Surveying Profession shall be eligible to apply for membership in the Association as an Associate member. Illinois Professional Land Surveyors are not eligible for this grade of membership.
- I. Student Member: Any full-time student with a sincere interest in surveying shall be eligible to apply for membership in the Association as a Student member.
- J. Sustaining Member: Any person, firm, organization, or agency that is actively engaged in surveying, mapping, planning or engineering and has one or more active, accredited, or life members in I.P.L.S.A., shall be eligible to apply for membership in the Association as a Sustaining member.
- K. Supporting Member: Any person, firm, organization, or agency that is actively engaged in a business or profession related to Land Surveying, and is interested in the advancement of the Land Surveying Profession, shall be eligible to apply for membership in the Association as a Supporting member.

ARTICLE IV

SECTION 1. The business and affairs of the Association shall be managed and governed by the Official Board of Directions.

- A. The Official Board of Directions shall consist of the Executive Committee and Delegates from Local Chapters. The Official Board of Directions shall have vested in it the government of the Association and the control of the Association's property.
- B. The Official Board of Directions may employ an Executive Director to assist in the business affairs of the Association.
- C. The Executive Committee shall consist of the President, President Elect, Secretary-Treasurer, and four (4) Directors. The Immediate Past President and the Executive Director shall be ex-officio members of the Executive Committee without the right to vote. The Executive Committee is responsible for administering and expediting the business affairs of the Association as directed by the Official Board of Directions.
- D. Officers of the Executive Committee shall have an Association membership class of, Active, Retired Active, or Life in the Association. No person shall be allowed to serve as an officer or official member of the Executive Committee until they have been a member of IPLSA for the 5 consecutive years prior to serving.

SECTION 2. The President shall preside at all meetings of the Association membership, and meetings of the Executive Committee and Official Board of Directions. The President shall be the principal officer of the Association and with the Executive Committee shall guide its functions.

- A. The President shall appoint all standing and special committee chairmen with the advice and consent of the Executive Committee.
- B. The President shall be a member, with the right to vote, on all committees except the Nominating Committee.
- C. The President shall provide the President Elect, Secretary-Treasurer and the Executive Director with copies of all official Association correspondence conducted for the permanent records of the Association.
- D. A vacancy in the office of President shall be filled by the President-Elect.

SECTION 3. The President-Elect shall be elected for a term of two years, the first year of which will be served as President-Elect; and the second year, without further election, shall be served as President of the Association.

- A. The President-Elect shall have the general powers and duties of a President-Elect and shall act as President of the Association in the case of the absence or disability of the President.
- B. The President-Elect shall advise and assist the President when called on to do so, and shall have such other duties as may be required by the Executive Committee.
- C. In case the office of President becomes vacant, the President-Elect shall become President of the Association.
- D. A vacancy in the office of the President-Elect shall be filled by either the Secretary-Treasurer or one of the Directors selected by a majority of the Official Board of Directions.

SECTION 4. The Secretary-Treasurer shall be the official custodian of the correspondence, records, and books

of the Association and shall account for the funds of the Association, and may act without bond. Any or all duties of the Secretary-Treasurer may be delegated to the Executive Director upon approval of the Official Board of Directions.

- A. The Secretary-Treasurer shall be elected annually for a term of one year, and after a second term of one year, shall not be eligible for re-election for a period of two years.
- B. The Secretary-Treasurer shall conduct the official correspondence of the Association under the direction of the Official Board of Directions and shall maintain a file of all such correspondence.
- C. The Secretary-Treasurer shall assure the proper recording of the proceedings and discussions of the meetings of the Executive Committee, Official Board of Directions, and the general membership of the Association and shall assure that copies of the minutes are promptly prepared and distributed to the appropriate officers and individuals.
- D. The Secretary-Treasurer shall serve as Comptroller of the Association and shall keep books and accounts of the receipts and expenditures of funds and may designate a person or persons to sign or countersign Association warrants.
- E. The Secretary-Treasurer shall prepare and submit to the Official Board of Directions a quarterly financial report of all receipts and disbursements and shall render a complete financial statement at the annual meeting of the Association.
- F. A vacancy in the office of Secretary-Treasurer shall be filled for the unexpired term by a Director selected by the majority of the Official Board of Directions.

SECTION 5. Directors of the Association shall be elected for a term of two years with one half of the terms expiring annually.

- A. No more than one Director shall be a member of the same Local Chapter.
- B. Directors shall have general powers and duties of a Director and shall serve and perform duties delegated by the President and shall have such other duties as required by the Constitution and By-laws.
- C. Each Director shall be assigned certain standing and special committees by the President. Each Director shall be a member of those committees assigned to them and shall act as the liaison between said committees and the Executive Committee.
- D. A vacancy in the office of Director shall be filled for the unexpired term by a Delegate selected by a majority of the Official Board of Directions.

SECTION 6. The President-Elect, Secretary-Treasurer and Directors shall be elected by letter ballot prior to the Annual Meeting of the Association and shall hold office until their successors are elected and qualified at the next Annual Meeting or until their vacancy is filled in accordance with the Constitution of the Association.

SECTION 7. The office of Delegate to the Official Board of Directions shall be held by a member holding the class of membership of Active, Retired Active, Life, Surveyor-In-Training or Affiliate in the Association and shall be elected by the Local Chapter.

- A. Local Chapters shall each elect one Delegate for the first twenty (20) voting Association members, and one Delegate for each additional twenty (20) voting members of the Association, or a portion thereof.
- B. Local Chapters must notify the Secretary-Treasurer of the Delegates elected to serve on the Official Board of Directions prior to the thirty-first day of December each year.
- C. Delegates shall have the general powers and duties of a Delegate and be the direct liaison between the Local Chapter and the Official Board of Directions and shall serve and perform the duties bestowed upon them by the Association President and shall have such other duties as the Constitution and Bylaws or the Executive Committee may assign.
- D. Delegates unable to be present at a meeting of the Official Board of Directions may be replaced by a substitute designated in writing by the Chapter President prior to the meeting.
- E. A vacancy in the office of Delegate shall be filled by that Local Chapter. The local Chapter shall notify the Secretary-Treasurer in writing of any change in the office of Delegate at least thirty (30) days prior to the next meeting of the Board of Directions.

SECTION 8. Delegates shall take office and have voting rights on the Official Board of Directions at the first Official Board of Directions meeting following the annual meeting of the general membership. Delegates shall be designated annually for a term of one year.

ARTICLE V

Meetings

SECTION 1.

- A. The annual meeting of the general membership of the Association shall be held between January 1st and April 1st each year at which time the annual report of the Association will be received and other business will be conducted.
- B. Any meeting of the general membership of the Association may be called by the President or at the request of 1/3 of the members of the Official Board of Directions or at the request of 10 percent of the voting membership of the Association.

SECTION 2.

- A. Meetings of the Official Board of Directions of the Association shall be called by the President as set forth in the Constitution and By-laws of the Association.
- B. The Official Board of Directions shall receive the tellers report at the December meeting and act upon said report.

SECTION 3.

- A. Should provisions of paragraph (A), Sec.1, Art. V not be properly fulfilled, a special meeting of the Association shall be called as set forth in paragraph (B), Sec.1, Art. V, for the annual installation of members of the Executive Committee for the next fiscal year.

SECTION 4.

- A. Not less than 10 days prior to the date of an Official Board of Directions Meeting the Secretary-Treasurer shall mail to each member of said Official Board of Directions a notice that shall state the time, place and purpose of said meeting. Fifty (50) percent of the voting members of the Official Board of Directions shall constitute a quorum.

SECTION 5.

- A. On all questions involving parliamentary rules not covered in the Constitution and By-laws of the Association, Robert's Rules of Order shall govern.

ARTICLE VI

Local Chapters

SECTION 1. Any group of seven or more voting members of the Association who are in good standing with dues paid for the current year may, with the approval of the Official Board of Directions, organize a Chapter of the Association.

SECTION 2. The Founding members of any such Local Chapter may meet, elect Officers, draft a Constitution and By-laws, and otherwise provide for the functioning of such Chapter under the direction and guidance of the Association as an organizing agent. The office of President and President-Elect (Vice-President) must be held by an Active, Retired Active or Life member. All other offices may be held by any Association member, no matter what member classification.

SECTION 3. The Local Chapter thus formed shall then submit to the Official Board of Directions of the Association, a roster of its membership, the names of its Officers, a copy of its Constitution and By-laws, and a report of its organization meeting.

SECTION 4. If its Constitution and By-laws, functioning principles and its aims and its purposes are consistent with and not contrary to the functioning principles and the aims and purposes of the Association, then the Official Board of Directions shall approve such local Chapter as a subsidiary organization thereto.

SECTION 5. No person shall be eligible for membership in a local Chapter unless such person is eligible for membership in the Association. Membership in the Association shall be requisite to and concurrent with membership in the Local Chapter. The name or designation of the Local Chapter shall be such as to be readily identified as a local organization of the Association.

SECTION 6. The annual dues levied upon the members of a local Chapter shall be in addition to the annual dues levied upon members of the Association.

SECTION 7. Any local Chapter not filing an annual report to the state office by the thirty-first day of December each year, will be notified by the Official Board of Directions that its Local Chapter Charter may be revoked. The annual report shall include the names of Chapter Officers and all Delegates to the Official Board of

Directions, Treasurers report and Chapter Committee reports.

SECTION 8. Each Local Chapter shall submit a copy of their chapter meeting minutes to the Executive Director within 30 days of their meeting.

ARTICLE VII

Amendments or Additions may be made to this Constitution by submitting in writing the proposed Amendment or Addition to the Constitution and By-laws Committee for review. The Committee shall submit the proposed Amendment or Addition to the Official Board of Directions for rejection or approval.

If approved by the Official Board of Directions, the Secretary-Treasurer shall prepare and mail a standard voting form on the proposed Amendment or Addition to each Association voting member and instruct them to indicate their rejection or approval of the Amendment or Addition and return the ballot to the Secretary-Treasurer within thirty (30) days.

Approval or rejection by majority of returned ballots shall control.

ARTICLE VIII

Implementation and Interpretation of the Constitution.

Upon approval by the Association membership, the Official Board of Directions shall have the authority to put this Constitution into operation and to clarify the wording of the Constitution as required.

Amended February 18, 1989

Amended February 2, 1997

Amended February 3, 1999

Amended February 18, 2000

Amended February 21, 2003

Amended February 21, 2004

Amended February 17, 2006

Amended February 21, 2007

Amended February 21, 2008

BY-LAWS

Adopted September 13, 1986

ARTICLE I

Membership

Reference Article III Constitution

SECTION 1. The Illinois Professional Land Surveyors Association shall have ten classes of membership as defined in the Constitution of the Association.

SECTION 2. All applications for membership of any classification, with the exception of Life members and Honorary members, shall be submitted to the I.P.L.S.A. State Office.

SECTION 3. After receipt and verification that the application is complete and proper, the I.P.L.S.A. State Office shall submit the application to the appropriate local Chapter, and to the Official Board of Direction at their next meeting. Following action by the Chapter and/or Board, the I.P.L.S.A. State Office shall notify the applicant of the action, and if approved the applicant shall be awarded the full rights and privileges of membership in the appropriate class.

SECTION 4. Life membership and Honorary membership proposals shall be prepared by the local Chapters and submitted to the Honors and Awards Committee Chairman for processing prior to July 1. The proposal shall provide a brief biographical sketch of the nominee and shall state the reason for the proposal and the nominee's qualifications for the award. The Awards Committee shall review the proposal(s) and make recommendations. The Chairman shall submit the committee's recommendations, the biographical sketch and qualifications of the nominee to the Official Board of Directions. The Life member award shall be given to those selected by the procedure described in Article III, Section 1, Paragraph E, of the Constitution. The Honorary member award shall be given to those elected by the procedure described in Article III, Section 1, Paragraph G, of the Constitution. Members so elected shall be duly notified by the Honors and Awards Committee Chairman.

SECTION 5. The names of all new members and the names of all members having a change in their membership classification will be published in the next publication of the newsletter.

SECTION 6. Each new member of the Association shall be furnished a copy of the Constitution and By-Laws of the Association.

SECTION 7. Each member is entitled to continuing membership only as long as they continue to fulfill all obligations, requirements and qualifications of their membership classification.

SECTION 8. Any member desiring to withdraw from membership in the Association shall send written notice by certified mail to the Association office. The termination shall become effective upon receipt at the Association office. No refund of dues will be made. The Board of Directions shall approve the termination at its next meeting, and shall notify the appropriate Chapter to take similar action.

ARTICLE II

Dues and Fees

Reference Article III Constitution

SECTION 1. Dues shall be payable annually in advance. Dues notices for the coming year will be mailed no later than the first day of October each year. Dues must be paid by the thirty-first day of December for the coming year. They shall be paid directly to the office of the Association.

SECTION 2. Dues for the various classes of membership shall be shown on the official dues membership card.

SECTION 3. Any person whose dues are not paid by December 31 for the coming year shall be notified by the Executive Director that their dues are in arrears, and failure to fulfill this obligation before the following Board of Direction and/or general membership meeting, shall be cause for drop action. The membership shall terminate unless extension is granted by the Official Board of Direction and/or general membership.

SECTION 4. Members dropped under Section 3 of this article may be reinstated upon the approval of the Official Board of Direction and payment of the appropriate dues, plus a reinstatement fee of 20% of the annual dues.

SECTION 5. Surveyor-In-Training and Affiliate members in good standing becoming licensed as an Illinois Land Surveyor will automatically become Active members but will not be assessed additional dues until the fiscal year following such licensing.

SECTION 6. Any person becoming licensed in Illinois as a Professional Land Surveyor-In-Training shall be offered membership in the Association as a Surveyor-In-Training member. Dues will not be assessed until the fiscal year following such licensing.

SECTION 7. Any person becoming licensed as an Illinois Professional Land Surveyor shall be offered membership in the Association as an Active member. Dues will not be assessed until the fiscal year following such licensing.

SECTION 8. New Active, Surveyor-In-Training, Affiliate, Associate or Student members whose applications are approved July 1st or later in any calendar year will be assessed one-half dues for that year.

SECTION 9. New Active, Surveyor-In-Training, Affiliate, Associate or Student members whose applications are approved November 15 or later in any calendar year and whose initiation fee, if required has been paid will not be assessed dues until the following fiscal year.

ARTICLE III

Meetings and Quorums

Reference Article V Constitution

SECTION 1. Annual Meeting Ref. Sec. 1, Par. A & Sec. 3, Par. A of the Constitution:

- A. The Official Board of Direction shall be responsible for the location of the annual meeting.
- B. Publication of time, place and business to be conducted at the annual meeting shall be the responsibility of the Executive Director, and shall be mailed out at least 60 days prior to the meeting.
- C. 10% of the voting members of the Association shall constitute a quorum at the annual meeting.

SECTION 2. General membership meeting Ref. Sec.1, Par. B of the Constitution:

- A. Publication of time, place and business to be conducted at a general membership meeting shall be the responsibility of the Executive Director and shall be mailed out at least 30 days prior to the meeting.
- B. 10% of the voting members of the Association shall constitute a quorum at a general membership meeting.

SECTION 3. Official Board of Directions meetings Ref. Art V, Sec. 2, Sec. 4 of the Constitution:

- A. The Official Board of Directions of the Association shall meet not less than 3 times a year, (normally in May, September and December).
- B. Quorum Ref. Art V, Par. A. of the Constitution.

SECTION 4. Executive Committee meetings Ref. Art. IV, Sec. 1, Par. B of the Constitution:

- A. Executive Committee meetings shall be called by the President of the Association.
- B. Publication of time, place and business to be conducted at the Executive Committee meeting shall be the responsibility of the Executive Director and shall be mailed out at least 10 days prior to the meeting.
- C. The Executive Committee shall meet at least 4 times per year.
- D. Five members of the Executive Committee shall constitute a quorum at all Executive Committee meetings.

ARTICLE IV

Committees

Reference Art. IV Constitution

Sec. 2 Par. A-B, Sec. 5 Par. C

SECTION 1. There shall be five (5) Standing Committees to carry out the detailed functions and objectives of the Association. Four of these Standing Committees will be chaired by a Director of the Association. Each of these Standing Committees may have Special Committees to deal with specific areas, or items of a terminal importance. Chairman of Special Committees shall serve as members of the respective Standing Committee.

SECTION 2. The fifth Standing Committee will be known as the IPLSA Planning and Goals Committee and will be chaired by the President-Elect. Members of the committee will be made up of the ten Chapter Presidents or their designee and IPLSA Past Presidents who will serve as ex-officio members.

SECTION 3. Committee Meetings

- A. IPLSA committees shall meet a minimum of twice a year, once at the Annual conference where the Director and Chairman of a committee will have an agenda and preliminary goals for the committee to work on for the year.
- B. IPLSA committee will meet a second time for the year before one of the Board of Directions Meetings, held in May, September and December of each year.
- C. Committee meetings before a Board of Directions Meeting will start at 9:30 a.m. and go to 10:50 a.m.

Board of Directions Meeting shall start at 11:00 a.m.

- D. Each of the IPLSA committees shall have an end of year report submitted to the Executive Director by December 15th to be published in the Illinois Surveyor or in a End of the Year Report handed out at the annual conference or posted on IPLSA.org.

SECTION 4. Special Committee Chairman may retain that position for up to eight (8) consecutive years.

SECTION 5. Membership in any committee shall be by Chapter delegation, Presidential appointment, or volunteer. No Special Committee shall have more than two (2) members from one Chapter, with the exception of the Annual Conference Special Committee, or those dealing with Chapter concerns.

SECTION 6. The Standing Committee Chairman shall report the activities of the Standing Committee and all its Special Committees at meetings of the Executive Committee and Official Board of Directions. Special Committee Chairman shall provide a written report of the activities of the Special Committee to the Standing Committee Chairman or the Executive Director to be presented at the Official Board of Directions meeting.

SECTION 7. The Standing Committees, their general purpose and objectives and some of the possible Special Committees are as follows:

1. PROFESSIONAL DEVELOPMENT

To encourage and enhance the continual gaining of knowledge, practical experience, and pride in the Profession of Land Surveying.

- A. Education, Training and Registration/Exam & S.I.T./Affiliate. To explore and recommend programs that will be beneficial and necessary for Land Surveyors. To seek and encourage activities designed especially for S.I.T. and Affiliate members.
- B. Scholarship/Eldridge, Honors & Awards. To seek and encourage competitive participation in programs of further education. To recognize achievements in IPLSA.
- C. GIS/LIS/IMAC. To maintain a role in the establishment and utilization of Geographic Information System (GIS) control networks

2. GOVERNMENT AFFAIRS

To observe, provide input, advise and evaluate present statutes, proposed legislation and agencies involved in regulations affecting Land Surveyors.

- A. Legislation. To monitor proposed legislation and suggest and assist in implementation beneficial to the profession.
- B. Government Relations, Railroad Abandonment, Strip Mines, State Boundary & BLM. To seek out and encourage relationships and participation in society, associations, boards or organizations of government agencies or officials in related fields. To deal with specific problems in the best interest of IPLSA and the profession
- C. Legislative Review Committee. To review and comment on existing laws and administrative rules that affect Illinois Professional Land Surveying and to develop information for Sunset Review.

3. INTERNAL AFFAIRS

To monitor local and ethical compliance, to encourage participation, outline direction, explore financial operations, and study and report on the direction of IPLSA and the profession, all in an effort to protect the public welfare.

- A. Ethics and Practice. To investigate complaints, seek out facts, report and make recommendations to the Official Board of Directions on matters of illegal or unethical activities.
- B. Constitution and By-laws. To review and recommend changes in the organizational structure and make up of IPLSA.
- C. Budget, Finance & Audit/Conference. To plan, monitor and verify financial operations of IPLSA.

4. PUBLIC RELATIONS

To promote public faith and confidence, inform the public, and encourage related professions and trades in unity of goals of the land surveying profession and IPLSA.

- A. Membership. To promote and encourage membership in IPLSA and recommend and assist in programs member services.
- B. Public Information, Marketing, Publications & Webpage. To explore and recommend professional ideas, procedures and tools to promote land surveying services and seek new opportunities requiring utilization of land surveying services. To provide leadership, ideas and material necessary for publications to assist the membership and profession.
- C. Intersociety Relations. To promote liaison with societies, associations, and organizations of professions or

trades in fields related to, associated with, or affected by the land surveying profession such as but not limited to, ACSM/NSPS and the IPLSF (Foundation).

5. PLANNING & GOALS

- A. Planning and Goals. To recommend objectives and directions, and outline plans and procedures for obtaining same.

SECTION 7. Any other committee deemed necessary by the Official Board of Directions shall be created as a Special Committee under one of the existing Standing Committees, and the purpose and objective of the Special Committee shall be set forth in the minutes of the meeting whereby it was created. Any Special Committee no longer deemed necessary may be discontinued by action of the Official Board of Directions.

SECTION 8. The President Elect and Executive Director of the Association may be Ex-Officio members of all Standing Committees and Special Committees without rights of voting.

SECTION 9. All Special Committees shall submit in writing to the Constitution and By-Laws Committee for review a copy of the Committee goals, guidelines, procedures and policy. Upon approval, as set forth in the By-Laws, it shall become a part of these By-Laws as Article XII until amended.

SECTION 10. All Special Committees shall submit in writing to the Official Board of Directions, a report on Committee meetings, actions, etc. during the past fiscal year. This report shall be presented at the Official Board of Directions meeting prior to the Annual meeting.

ARTICLE V

Nomination and Election of Officers to the Official Board of Directions

Reference Art. IV Sec. 1,2,3,4,5,6 Constitution

Reference Art. V Sec. 2 Par. B, Constitution

SECTION 1. Formation of the Nominating Committee

- A. Prior to October 1, the President Elect shall serve as Chairman of the Nominating Committee.

SECTION 2. Nominating Committee

- A. Nominating Committee members shall be all of the local Chapter Presidents.
B. The Nominating Committee shall send out at least two notices requesting nominations. There shall be at least one nominee for each office required by the Constitution. All nominations shall be received by the Nominating Committee by November 1st.
C. Before reporting to the Official Board of Directions, the committee shall secure written acceptance from all nominees.
D. The Nominating Committee shall make its report to the Official Board of Directions at the December meeting or at least 45 days prior to the annual meeting. All nominations reported and eligible shall be presented to the Official Board of Direction, and if approved, shall be known as the regular slate. Promptly after approval, a ballot of the regular slate shall be mailed to the voting membership. Ballots to be counted must be received 10 days prior to the annual meeting by the Nominating Committee who shall act as tellers. The nominee receiving the majority of votes on the returning ballots shall be elected. In the case of a tie vote, the winner shall be determined by a coin flip, conducted by the nominating committee.

SECTION 3. Additional Nominations.

Additional nominations for any office except President may be presented to the Association. Each nomination must be accompanied by a petition signed by at least 30 members eligible to vote at the state level, and must be submitted to the Secretary-Treasurer at least 45 days prior to the annual meeting.

SECTION 4. Installation of Officers.

The installation of officers shall take place at the annual meeting or the annual banquet.

ARTICLE VI

Discipline and Expulsion

SECTION 1. The Association, through its Ethics and Practices Committee, shall have the power to investigate and recommend to the Executive Committee, who shall pass upon the conduct of its members alleged to be in violation of the Code of Ethics, and/or, Guidelines of Professional Conduct of the Association or otherwise inimical to the interest of the surveying profession or this Association.

SECTION 2. Upon alleged misconduct of a member coming to the notice of the Ethics and Practices Committee, the Ethics and Practices Committee shall examine such charges, and if there appear to be sufficient

reasons for hearing thereon, shall fix a date for such hearing and shall, not less than thirty days before said date, notify the defendant thereof by registered letter, accompanied by a copy of the charges and all evidence adduced in support thereof. The defendant may produce witnesses in his defense and, at his option, may hear and cross-examine any witness called in support of the charges, may offer documentary evidence, and may make a written or oral statement in his behalf. Promptly after the hearing, the Ethics and Practices Committee shall consider the evidence and render its decision. A quorum of the Ethics and Practices Committee must be present at this hearing and a two-thirds vote of the quorum shall be required to sustain the charge. If the charges are sustained, the Ethics and Practices Committee shall recommend to the Executive Committee that a penalty of suspension be made for a fixed period of time, or expulsion, and shall, following the Executive Committee's action, notify the member of this decision. The member may, within thirty days following written notification of this decision, notify the Chairman of the Executive Committee that the member in question wishes to file an appeal. The Chairman of the Executive Committee shall call an appeal hearing before the Executive Committee to determine if the proper decision or penalty has been reached. At the appeal hearing, the accused may offer any additional evidence, or witnesses in his behalf, which the Executive Committee shall take into consideration. A quorum of the Executive Committee must be present at this hearing, and a two-thirds vote of this quorum shall be required to override the original decision.

SECTION 3. No disciplinary proceedings of the Association shall be given publicity, except as provided for in this Article.

ARTICLE VII

Seal

SECTION 1. The Official Seal adopted by this Association may be used by local chapters, and association members on their letterheads, jewelry and other appropriate display without securing permission as long as good taste is exercised and the design of the seal is not altered.

ARTICLE VIII

Duties of the Official Board of Direction

Ref. Art. IV Constitution

SECTION 1. All questions before the Association except the election of the state officers, changes to the Constitution and as otherwise provided for in the Association's Constitution and By-Laws will be decided by the Official Board of Directions.

SECTION 2. All Official Board of Directions meetings shall be held at locations most suitable to the members of the Official Board of Directions. The Association treasury shall provide funds for one meal during all meetings of the Official Board of Directions, provided such funds are available.

SECTION 3. Delegates from each Chapter may be called upon to report on the activities of the Local Chapter at each Official Board of Directions meeting.

SECTION 4. The Official Board of Directions has the power to take special action not provided for in, or that, which is in violation of, these By-Laws when it is in the best interest of the Association.

SECTION 5. The Official Board of Directions may employ an Executive Director.

- A. The Executive Director's contract shall be reviewed by the Executive Committee yearly and renewed as directed by the Official Board of Direction at the final Official Board of Direction meeting of the year.
- B. The Executive Director shall be a non-voting member of the Official Board of Directions and the Executive Committee and will have no policy-making authority except as delegated by the Board.
- C. The Executive Director shall be entitled to reimbursement for all necessary expenses incurred in the performance of official duties.
- D. The Executive Director shall assume the clerical duties of the elected Secretary-Treasurer as outlined in Article IV, Section 4 of the Constitution of this Association and shall provide meeting agendas and other written material as directed by the Official Board of Direction and Executive Committee. Attendance at all Official Board meetings and Executive meetings is mandatory.
- E. The Official Board of Directions shall be directly responsible for the bonding of the Executive Director. Bonding shall be paid from the Association's treasury.

ARTICLE IX

Budget

SECTION 1. A proposed budget will be prepared by the Budget, Finance and Audit Committee and presented to the Official Board of Directions for review and approval prior to January 1.

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

SECTION 3. A deficit budget or deficit spending must have prior approval of the Official Board of Directions. Unexpended budgeted funds will be returned to the general fund unless approval from the Official Board of Directions has been granted to allow accumulation.

SECTION 4. Any Association committee Chairman anticipating the use of Association funds for the following year will, prior to October 1, present to the Budget, Finance and Audit Committee a proposed Committee Budget in writing.

SECTION 5. Each Chapter President shall cause a Chapter quarterly financial statement to be prepared and presented to the I.P.L.S.A. Secretary-Treasurer no later than 14 days prior to each scheduled quarterly Executive Committee meeting. This Chapter quarterly financial statement shall be on a form approved and supplied by the Executive Committee. The Executive Committee shall supply each Chapter President with a copy of the approved form no later than 30 days prior to each quarterly Executive Committee meeting.

ARTICLE X

Newsletter / Web Site

SECTION 1. The Official publication of the Association is The Illinois Surveyor, a newsletter.

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

SECTION 3. Copies of the Illinois Surveyor shall be mailed, e-mailed or posted on the IPLSA website free to all current members of all classes of the Association, and to officers of similar organizations in Illinois and other states.

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

SECTION 5. The official IPLSA website is IPLSA.ORG

ARTICLE XI

Amendments

SECTION 1. Amendments or additions may be made to these By-Laws by submitting in writing the proposed Amendment or Addition to the Constitution and By-Laws Committee for review. The Committee shall submit the proposed Amendment or Addition to the Official Board of Directions, the annual meeting or a general membership meeting for rejection or approval.

SECTION 2. Any proposed amendment or addition that shall receive a majority of votes at a meeting of the Official Board of Directions, the annual meeting, or a general membership meeting shall be incorporated and become part of the By-Laws of the Association.

ARTICLE XII

Committee Goals, Guidelines, Policies & Procedures

SECTION 1. PROFESSIONAL DEVELOPMENT

A. Education, Training and Registration/Exam & S.I.T./Affiliate

Education, Training & Registration/Exam:

Goals:

1. Work within the guidelines as set forth in the IPLSA Constitution and By-laws.
2. Work with matters concerning education and training as directed by the Board of Direction.

Annual Review:

1. Prior to the May Board of Direction meeting the Chairman shall call a meeting of the Committee members. This meeting shall be called to consider any changes of these guidelines. When changes are adopted by the committee they shall be submitted to the Constitution and By-Laws committee for review.
2. Update the list of exam committee candidates for the annual meeting.

Committee Meetings: The Committee shall have at least one meeting per year.

S.I.T./Affiliate:

Goals: To seek and encourage activities designed especially for S.I.T. and Affiliate members. To increase membership of S.I.T. and Affiliates through those activities.

Guidelines: To operate within the framework of the Constitution and By-Laws of the IPLSA work for and in the best interest of the surveying profession.

Procedures & Policy: Meet, discuss, explore and compile suggestions and ideas to be recommended to the Official Board for implementation. To implement existing policies and activities.

B. Scholarship/Eldridge, Honors & Awards

Scholarship/Eldridge:

Goal: To seek and encourage competitive participation in programs of further education.

Guidelines: To operate within the framework of the Constitution and By-Laws, and in the best interest of IPLSA and the surveying profession.

Procedures and Policy: Administer the Eldridge award.

Honors and Awards:

Goal: To recognize achievements in IPLSA and provide for proper honors and awards.

Guidelines: To operate within the framework of the Constitution and By-Laws, and in the best interest of IPLSA and the surveying profession.

Procedures and Policy: Implement and carry out procedures as outlined in the Constitution, Article III, Section 1, Paragraph E & G, and By-Laws, Article I, Section 4; by reviewing nominations and recommending recipients to the Board for the following awards in accordance with the guidelines contained therein.

The ELDRIDGE AWARD of the Illinois Professional Land Surveyors Association was established to revere the memory of the late Professor Winfield Eldridge and to promote study, research and education in the field of land surveying. Professor Eldridge was a motivating force in the revitalization of the Illinois Professional Land Surveyors Association and was a member of the Surveying Staff of the Civil Engineering Department of the University of Illinois at Urbana/Champaign.

1. The award will be granted by the Illinois Professional Land Surveyors Association at the time of its annual conference in February of each year. The award will be made on the basis of a paper submitted for adjudication by the Scholarship Committee of the IPLSA.
2. The paper should be from 2,500 to 5,000 words in length.
3. The paper should be directed to some aspect of land surveying as defined by the Illinois Compiled Statutes.
4. Individuals submitting papers must be currently engaged in the land surveying profession or enrolled in a class or classes at a college or university, which are directly related to becoming a Professional Land Surveyor.
5. Individuals cannot be a Professional Land Surveyor in the State of Illinois or any other state or foreign country.
6. No age limit or educational background is mandatory.
7. Previously published articles/papers will not be considered by the Scholarship Committee for this award.
8. The award recipient will receive a cash award, plaque and a suitable certificate from the Illinois Professional Land Surveyors Association. The award may vary annually, but will be a minimum of \$500.00. In addition, the recipient will have the opportunity to present the award winning paper at the annual meeting of the IPLSA, held in February of each year. The paper will be included in the proceedings of the conference where the paper was delivered and will be forwarded to the American Congress on Surveying and Mapping for consideration for publication in their proceedings.
9. The papers will be judged by members of the Scholarship Committee based on the committee approved scoring criteria. The decision of the judges is final.
10. The papers shall be submitted to the Scholarship Committee of the Illinois Professional Land Surveyors Association, c/o Mr. Robert E. Church

Executive Director, IPLSA
203 South Walnut Street - P.O. Box 588
Rochester, IL 62563-0588

by November 15th of each year for consideration for the award to be granted at the subsequent annual meeting of the Illinois Professional Land Surveyors Association.

The WILLIAM M. HEFFERNAN ARTICLE OF THE YEAR AWARD of the Illinois Professional Land Surveyors Association was established to promote study, research and education in the field of land surveying.

1. The award will be granted by the Illinois Professional Land Surveyors Association at the time of its annual conference in February of each year. The award will be made on the basis of a paper submitted for adjudication by the Scholarship Committee of the IPLSA.
2. The paper should be from 2,500 to 5,000 words in length.
3. The paper should be directed to some aspect of land surveying as defined by the Illinois Compiled Statutes.
4. Individuals submitting papers must be an Illinois resident currently engaged in the land surveying profession or technical pursuit thereof, or in a related field.
5. No age limit or educational background is mandatory.
6. Previously published articles/papers will not be considered by the Scholarship Committee for this award. In addition, the recipient will have the opportunity to present the award winning paper at the annual meeting of the IPLSA, held in February of each year. The paper will be included in the proceedings of the conference where the paper was delivered and will be forwarded to the American Congress on Surveying and Mapping for consideration for publication in their proceedings.
7. The papers will be judged by members of the Scholarship Committee based on the committee approved scoring criteria. The decision of the judges is final.
8. The papers shall be submitted to the Scholarship Committee of the Illinois Professional Land Surveyors Association, c/o Mr. Robert E. Church, Executive Director, IPLSA
203 South Walnut Street - P.O. Box 588
Rochester, IL 62563-0588

by November 15th of each year for consideration for the award to be granted at the subsequent annual meeting of the Illinois Professional Land Surveyors Association

SCHOLARSHIP AWARD PROCEDURES AND POLICY

Guidelines: To operate within the framework of the Constitution and By-Laws of the IPLSA, and in the best interest of the IPLSA and the surveying profession.

1. The scholarship(s) will be awarded by the Illinois Professional Land Surveyors Association at the time of its annual conference in February. The scholarship(s) will be given on the basis of the requested materials submitted for adjudication by the Scholarship Committee of the IPLSA.
2. The scholarship recipient(s) will receive a check from the Illinois Professional Land Surveyors Association and/or the Illinois Professional Land Surveyors Foundation. The amount of the scholarship may vary annually, but will be a minimum of \$500.00. In addition, the recipient will have the opportunity to be present at the annual meeting of the IPLSA, held in February of each year.
3. The scholarship applications will be judged by members of the Scholarship Committee based on the committee approved scoring criteria. The decision of the judges is final.

WILLIAM M. HEFFERNAN, PLS AND JOHN H. MCCLENDON, PLS MEMORIAL SCHOLARSHIPS

Award Purpose: To generate and stimulate interest in academic study toward the practice of land surveying in the State of Illinois.

Award Criteria:

1. Applicants must be graduating high school seniors.
2. Applicants must be planning to pursue admission to a four year surveying degree program, or related field as defined by the Illinois Professional Land Surveyors Act and Administrative Rules, or be accepted to an approved two-year program leading to a four-year degree previously described (in any state).
3. Applicants must show a demonstrated interest in land surveying.
4. The scholarship is non-renewable.
5. Applicants must be Illinois residents at the time of application.

Award Application Instructions:

1. Two identical awards can be made each year, but only one of these scholarships can be awarded to an applicant.
2. Application must be made on the official IPLSA William M. Heffernan, PLS and John H. McClendon, PLS Memorial Scholarships form.
3. The application must include two letters of recommendation from a school faculty member, a community member, an employer or a close family friend who has known the applicant for some time (not a relative).

4. The application must include a 500–1,000 word essay outlining the applicant’s interest in the field of land surveying, including the source of interest, applicant’s goals, and any related experience. Proper grammar and punctuation evaluated.
5. The application must include ACT and/or SAT scores and grade point average.
6. All applications must be submitted to the IPLSA State Office, 203 South Walnut Street, P.O. Box 588, Rochester, Illinois 62563-0588 and be postmarked by June 1st of each year.

Award Information:

1. The IPLSA Scholarship Committee will be the Award Selection Committee for these awards.
2. Finalists for the award may be interviewed in person or by electronic media by the Award Selection Committee.
3. Two separate \$500 (minimum) scholarships may be awarded each year.
4. The final selection will be made by the Award Selection Committee and any interpretations of the above guidelines will be by the IPLSA Scholarship Committee.

These guidelines will sunset on September 30, 2007

THE CARTER JENKINS DISTINGUISHED SERVICE AWARD

This award may be presented at the annual conference to a member or members who have served the Association and profession with outstanding service, over a longer period of time, in any way not limited to, but such as:

1. Conceived and promoted ideas to enhance the profession and Association, or their image.
2. Worked consistently with outstanding service to uphold, strengthen or expand the goals and purpose of the Association and profession.
3. Been successful in attaining or completing tasks and goals established by and of significance or benefit to the Association and profession.
4. One or a maximum of two such awards shall be presented in any year.
5. The award shall consist of an appropriate plaque presented by the Association.
6. Any, Active, Retired Active, Life or member of IPLSA may be nominated by any Chapter, provided they have been a member of IPLSA for a minimum of 10 consecutive years.
7. No member shall receive this award more than once in any 10-year period.

THE PAT PATTERSON SURVEYOR OF THE YEAR AWARD

This award may be presented at the Annual Conference to the one member of the Association considered worthy by activities or service not limited to, but such as:

1. Consistent attendance and involvement at local and state meetings, committees and conferences.
2. Demonstrated ability to enhance the land surveying profession by tutoring of new surveyors, working with those in the profession, and/or emphasizing continuing education to upgrade the profession.
3. Major involvement in completing or accomplishing a short term project or task which results in a positive asset to the Association and profession, or to the public perception thereof.
4. Only one award shall be presented each year.
5. The award shall consist of an individual plaque presented to the winner, and a "traveling plaque" with the names of past recipients to be passed to the current winner each year, or to be held in the Association office if there is no award.
6. A person must be nominated by any Chapter for this award and each Chapter may make only one nomination each year.
7. Any nominee shall have been a member of IPLSA for 5 consecutive years.
8. No member shall receive this award more than once in any 10-year period.

LIFE MEMBERSHIP AWARD

This award may be presented at the annual conference to a member or members, meeting the following criteria:

1. Of acknowledged eminence in land surveying.
2. Has rendered outstanding service to the land surveying profession.
3. Is a member of good standing.
4. Has been a member of the Association for more than 15 years.
5. Has attained a mature status in life.
6. Not more than 3 such awards shall be presented in any year.

7. The award shall consist of an appropriate plaque presented by the Association.
8. Any Active member of IPLSA may be nominated by their own Chapter for this award, and each Chapter may make only one nomination each year.

HONORARY MEMBERSHIP AWARD

The award may be presented at the annual conference to any person who is not an Illinois Professional Land Surveyor, meeting the following criteria:

1. Has rendered significant service to the profession or Association.
2. Is affiliated with the profession by Association.
3. Has helped maintain the standards of our profession.
4. Not more than 2 such awards shall be presented in any year.
5. The award shall consist of an appropriate plaque presented by the Association.
6. Any candidate for this award must be nominated by a Chapter and each Chapter may make only one nomination each year on the required form together with a biographical sketch.
7. No person may receive this award more than once.

LEGISTATOR OF THE YEAR AWARD

The award may be presented at the annual conference to any person, who is a member of the Illinois House of Representatives or Illinois Senate or United States House of Representatives or United States Senate, meeting the following criteria:

1. Has rendered significant service to the profession or Association.
2. Is affiliated with the profession by Association.
3. Has helped to maintain and further the standards of our profession.
4. Not more than 2 such awards shall be presented in any year.
5. The award shall consist of an appropriate plaque presented by the Association.
6. Any candidate for this award may be nominated by the Executive Director, the Executive Board, or a Chapter and each may make only one nomination each year on the required form together with a biographical sketch.
7. No person may receive this award more than once.

Nominations for the Honors and Awards described above must be submitted to the committee by July 1, of each year. The committee must submit its recommendation for Board approval at the September Board meeting.

ILLINOIS PROFESSIONAL LAND SURVEYORS ASSOCIATION

Nomination Form

TO: Honors and Awards Committee

NOMINATED BY: _____ CHAPTER, ON _____

FULL NAME OF NOMINEE: _____

NOMINATED FOR: (Refer to Goals, Guidelines, Procedures & Policy)

- _____ CARTER JENKINS DISTINGUISHED SERVICE AWARD
- _____ PAT PATTERSON SURVEYOR OF THE YEAR AWARD
- _____ LIFE MEMBERSHIP AWARD
- _____ HONORARY MEMBERSHIP AWARD
- _____ LEGISLATURE OF THE YEAR AWARD

PLEASE STATE THE QUALIFICATIONS AND REASONS YOU FEEL THIS PERSON SHOULD RECEIVE THIS AWARD:

PLEASE PROVIDE A BRIEF BIOGRAPHICAL SKETCH OF THE NOMINEE INCLUDING THE FOLLOWING:

- QUALIFICATIONS: _____
- EDUCATION: _____
- EMPLOYMENT: _____
- IPLSA CHAPTER LEVEL ACTIVITIES: _____
- IPLSA STATE ASSOCIATION ACTIVITIES: _____
- OTHER PROFESSIONAL ACTIVITIES: _____
- OTHER ACTIVITIES (Community, Service Club, Church): _____
- PREVIOUS HONORS AND AWARDS: _____

SUBMITTED BY: _____
NAME: _____
ADDRESS: _____
PHONE NUMBER: _____
CONTACT PERSON: _____

C. GIS/LIS/IMAC

Goals: To maintain a role in the establishment and utilization of Geographic Information System (GIS) control networks.

Guidelines: To operate within the framework of the Constitution and By-laws of the IPLSA. Work for and in the interest of the surveying profession.

Policy and Procedures:

1. Define the responsibilities of the land surveyor in a GIS control network.
2. Encourage development of standards and make recommendations to the legislative committee regarding GIS products to protect public welfare and promote quality GIS information.
3. Review present policies and procedures of GIS users for conflicts with Professions and Occupations sections 225 ILCS 330/1 through 330/49 and Illinois Professional Land Surveyors Act of 1989.
4. Promote the education of land surveyors and the public in utilization of GIS and Global Positioning System (GPS).
5. Maintain a role in the establishment and review of GIS control networks that are utilized by City, County, and State governments.
6. Promote the perpetuation and maintenance of the Public Land Survey System (PLSS) within GIS control networks.

SECTION 2. GOVERNMENT AFFAIRS

A. Legislation

Goals and Purpose: To monitor proposed legislation of the State of Illinois and suggest and assist in the implementation of legislation beneficial to the profession of Illinois Land Surveyors.

Policy: To observe, provide input, advise and evaluate present statutes, proposed legislation and governmental agency activities involved in regulations affecting Illinois Land Surveyors.

Procedures and Guidelines:

1. When the Illinois General Assembly is in session, the Committee will obtain and review a synopsis of all proposed Senate and House Bills for possible affect to the Illinois Land Surveying profession.
2. Bills which are determined to have an affect will be either supported or opposed with legislators being notified of the Illinois Professional Land Surveyors Association's concerns and/or desires.
3. The Illinois Regulations as proposed by the "Joint Committee on Administrative Rules" are to be likewise reviewed for affects to the Illinois Land Surveying profession.

Policy for IPLSA Proposed Legislation: When proposed legislation is to be introduced in the legislature by the Illinois Professional Land Surveyors Association, the following procedure is suggested:

1. Proposed bill would come to the Legislative Committee from one of the Standing or Special Committees.
2. The Legislative Committee would draft a proposed bill in final form for IPLSA Board of Direction action or return it to the proposing committee for further work.
3. Legislative Committee would send final draft of bill to the IPLSA Official Board of Direction with recommended action.
4. IPLSA Official Board of Direction would vote to do one of the following:
 - a) Recommend not to introduce the bill.
 - b) Return it for further review.
 - c) Find sponsor for introduction into legislature.
 - d) Publish for review by all IPLSA members and send it to IPLSA Chapters for review and vote at the next official IPLSA Official Board of Direction meeting.

B. Government Relations, Railroad Abandonment, Strip Mines, State Boundary & BLM

Government Relations:

Goal: To seek out and encourage relationships and participation in Societies, Associations, Boards or Organizations of Government Agencies or Officials in related fields. To deal with specific problems relating to railroad abandonment.

Guidelines: To operate within the framework of the Constitution and By-Laws, and in the best interest of IPLSA and the surveying profession.

Procedures and Policy: Contact or approach Associations or Boards for possible liaison, exchange of information, interaction or feedback, and pursue and promote interest of the Land Surveying Profession.

Railroad Abandonment, Strip Mines & State Boundary:

Goals:

1. To seek out and encourage relationships and participation in Societies, Associations, Boards or Organizations of Government Agencies or Officials in related fields.
2. To deal with specific problems relating to railroad abandonment.
3. Request Attorney General to rule on the stripper's responsibility to establish any or all obliterated or lost corners with the strip area and reference these corners in accordance with the Monument Act.
4. Formulate rules, regulations and procedures that the Mining Companies must follow in the locating, referencing and resetting of all monuments affected by their operation. The main concern is that the locating of all lost or obliterated corners affected by the strippers and the statutory referencing of same be acknowledged prior to any work being performed in the area.
5. Present these rules to the Department of Mines and Minerals for their adoption and to be included as a condition of all strip-mining permits.
6. Propose to the legislation committee amendments to the Monumentation Act that would require the strippers to accomplish the locating and referencing of the monuments prior to commencing work.

Guidelines: To operate within the framework of the Constitution and By-Laws, and in the best interest of IPLSA and the surveying profession.

Procedures and Policy: Contact or approach Associations or Boards for possible liaison, exchange of information, interaction or feedback, and pursue and promote interest of the Land Surveying Profession. Contact, work with, and provide assistance to deal with concerns of, and pursue and promote interest of the Land Surveying Profession. To accomplish the goals as set-forth above, each member will be assigned certain individual tasks and he will also be required to assist on the accomplishing of all tasks. The first task will be to write the procedures required to properly re-establish the various corners.

C. Legislative Review

Goals: To review and comment on existing laws and administrative rules that affect Illinois Professional Land Surveying and to develop information for Sunset Review.

SECTION 3. INTERNAL AFFAIRS

A. Ethics and Practice

Goals: In all matters brought before this committee, the primary objective shall be the protection of the quality of land surveying in Illinois. The committee shall, in the pursuit of this objective, always bear in mind the public interest, the professional interest, and the rights of the individual surveyor and the general public.

Authority: Pursuant to the By-Laws Art. IV, Sec. 8, these Rules of Procedure, after approval by the Official Board, becomes part of the By-Laws of the Association. In the event of differences in wording or procedure between Art. VI, Discipline and Expulsion, Section 2, and these Rules of Procedure, these Rules of Procedure shall prevail.

Approval: March 22, 1986 - Ethics & Practice Committee
May 10, 1986 - Official Board of Directions
April 29, 1989 - Ethics & Practice Committee

I. Initial Review:

1. All complaints brought to the attention of this committee shall receive consideration in the form of an initial review.
2. The initial review shall be for the purpose of determining what action to take relating to the complaint. Initial review action shall be:
 - A. No investigation on the basis that the committee lacks jurisdiction. If a complaint is against a non-member, the complaint will be sent to the Department of Professional Regulation pursuant to our Rules of Procedure.
 - B. No investigation on the basis that neither the public nor the professional interest is threatened.
 - C. Recommend investigation of the complaint.

II. Formal Investigation

1. If a formal investigation arises from the initial review, specific approval of the Executive Committee of the Association shall be obtained before any further action(s) of the committee if the complaint involves a non-member, or a member who has dropped his membership during or as a result of a complaint.
2. Formal investigation may include receiving testimony, and/or evidence from principals. Testimony

received may be written or presented in person. The right of complainant and respondent to a personal hearing is recognized as an inherent right in all complaints.

3. In the event formal hearings are a part of the investigation, such hearings shall be announced by certified mail with return receipts to all principals, together with a copy of the Rules of Procedure of the Ethics and Practices Committee, a copy of the complaint and such supporting evidence as may have accompanied the original complaints.
4. Formal hearings with complainant or respondent present shall be held before the committee. Testimony and/or evidence from others may be heard by a subcommittee composed of three or more voting members. In either event, notification of the hearing shall be made by first class mail to all committee members and all committee members shall be eligible to participate.
5. Formal hearings shall involve only one side at a time. Attorneys for principals will be permitted to participate, but attendance of non-involved parties is discouraged for reasons of confidentiality.
6. Additional evidence and/or testimony may be received at a future meeting.

III. Findings or Dispositions:

1. A finding by the committee shall be one or more of the following or parts thereof:
 - A. A finding that the committee does not have jurisdiction.
 - B. A finding that the charge(s) are dismissed.
 - C. A finding of conditional dismissal of charges.
 - D. A recommendation to the Executive Committee for an action of censure. (2/3 VOTE REQUIRED; MEMBER ONLY)
 - E. A recommendation to the Executive Committee for an action of suspension of membership for a definite time interval and/or until certain conditions are fulfilled. (2/3 VOTE REQUIRED; MEMBER ONLY)
 - F. A recommendation to the Executive Committee for an action of expulsion. (2/3 VOTE REQUIRED; MEMBER ONLY)
 - G. A recommendation to the Executive Committee for transmittal to the appropriate office/agency for action. (2/3 VOTE REQUIRED)
2. Finding C. "Conditional Dismissal of the charges" - The response to a written complaint found to have merit where one or more of the following applies:
 - A. Evidence of the awareness and concurrence on the part of the respondent to the merit of the complaint.
 - B. Evidence of appropriate corrective action on the part of the respondent.
 - C. Evidence that any improper surveying practices demonstrated on the part of the respondent are not his current or usual practice.

(The intent of this finding is to provide an avenue where some action is warranted, but where more severe and publicized action would not benefit the public, the complainant, or the respondent. The implementation of such action shall be in the form of a written transmittal to the respondent by certified mail with return receipts. No publication of this action shall be made and confidentiality shall be maintained just as if the complaint had been unconditionally dismissed. Participation in the Association's Continuing Education Program may be a factor in committee determination of this action.)

3. Following formal hearing(s) the committee shall engage in deliberations and by a 2/3 majority vote of the quorum present, vote to recommend appropriate disciplinary action on D., E., F., or G., (Sec. III,1.) or by simple majority vote of the quorum present, vote for A., B., or C., (Sec. III, 1.)

IV. Notification:

1. A finding of A, B, or C (Sec. III, 1.): The Chairman shall inform the principals by certified mail with return receipts.
2. A finding of D, E, F or G (Sec. III, 1.): Following action by the Executive Committee, notification of the results of the proceedings, including (a) the Ethics and Practices Committee recommendation(s) and (b) the be forwarded to the respondent by certified mail with return receipts. After the Appeal Hearing rights of the respondent have expired, the Executive Committee shall notify the complainant by certified mail with return receipt of its findings. If the Executive Committee shall have disapproved the Ethics and Practices Committee recommendation(s), this notification shall be the final action of the committee relating to the complaint involved.
3. A copy of all correspondence dealing with complaints sent by certified mail in the course of committee

- business shall be furnished to the office of the Association Executive Director.
- V. Appeal (Association members only):
1. Following notification, member respondents shall have a thirty-day period in which they may appeal any disciplinary action taken involving membership. (i.e. III, 1, D through F). Such appeal hearing if requested shall be before the Executive Committee of the Association.
 2. Following expiration of the thirty-day appeal period, if no appeal be made, or following such appeal and hearing, if such appeal be denied, the disciplinary action taken may be publicized in the next issue of the Association newsletter and the disciplinary action shall take effect. Prior to this, all proceedings are to be held confidential and no disciplinary action is to be considered to have been imposed.
 3. Prior to the disposition of "G" above, the respondent may be given a chance to work within the Association to correct the complaint(s). If the respondent (a.) refuses to cooperate with the Association to correct the complaint(s) and/or (b.) the respondent has been found negligent in his work on several occasions before the Ethics and Practices Committee, then deposition "G" shall be recommended.
- VI. Member Qualifications:
1. The Chapter representatives who make up this committee are to be determined by the respective Chapters in accordance with the Association Constitution and By-Laws and automatically claim their seats each year after such selection provided they meet the following requirements:
 - A. They shall not have been subject to any formal disciplinary action for the preceding three years.
 - B. They shall have been a licensed Illinois Land Surveyor for the last five years.
 - C. They shall have been a member of I.P.L.S.A. for the last five years.
- VII. Quorum:
1. A quorum is required to conduct committee business. A quorum shall be defined as 1/2 the number of duly constituted Chapters. Chapter representatives and the Association president shall be counted in order to constitute a quorum. Committee members with voting rights are:
 - A. Chapter representatives (One per Chapter)
 - B. Association president
 - C. Committee Chairman (Who shall vote only to break ties)
 Non-voting Committee members:
 - D. President-Elect
 - E. Association Director assigned this committee
 - F. Association Executive Director
- VIII. Meeting Participants:
1. In the interest of confidentiality, committee participation shall be limited to the following individuals:
 - A. Duly constituted Chapter representatives
 - B. The Chairman
 - C. The Association Director assigned this committee
 - D. The Association President
 - E. The Association President-Elect
 - F. The Executive Director of the Association
 - G. The complainant
 - H. The respondent
 - I. Attorneys for complainant or respondent
 - J. Witnesses for either complainant or respondent
 - K. Invitees of the committee
- IX. Correspondence and Documents:
1. All correspondence and other documents relating to committee proceedings shall be retained by the Chairman in files suitable to pass on from year to year.
 2. Case files shall be maintained as nearly as possible in their entirety and the Chairman charged with their safety and privacy. Seven years after final disposition of a case the files shall be destroyed.
- X. Scheduling:
1. Inasmuch as is practicable, four meetings of this committee shall be scheduled with the Executive Director by the Chairman as soon as possible following the annual conference, to precede regular Executive Committee meetings.

Preservation of Impartiality:

1. **MEMBER AS COMPLAINANT** - When a member of this committee is the complainant, he shall be excused from participation in committee activities relating to this specific complaint. He shall, however, have the same rights of any complainant, inasmuch as he may elect to present the complaint personally, both at the initial review, as well as the hearings, if held.
2. **MEMBER AS RESPONDENT** - When a member of this committee is the respondent to a complaint, the following special rules shall apply:
 - A. Said member shall be excused from fulfilling any of this official duties including sitting in at or participation in discussions, voting, or any other committee activity relating to the case in which he is involved.
 - B. If finding D., E., F., or G., (Sec. III, 1.) is voted and upheld by the Executive Committee, the member shall immediately vacate his position on the committee and the appropriate Chapter shall select a new representative.
 - C. The member subjected to disciplinary action as above shall be ineligible to sit on the committee for a period of three years from date of such action.
3. When a member of this committee is perceived unable to participate with impartiality or without bias, he shall be excused from all participation in an individual case save that of witness at the pleasure of the committee, complainant or respondent.
4. If, in (1), (2A), or (3) proceeding, the involved party is the Chairman of the committee, then he shall not exercise his office for any proceedings relating to such complaint. If in (2B) preceding the involved party is the Chairman of the committee, then he shall immediately vacate his office and a pro-tem Chairman shall be elected by the committee for the remainder of the proceedings or until such time as a new Chairman is appointed by the Association President.

B. Constitution and By-Laws

The Constitution and By-Laws Committee will be available to assist in the preparation of, or to review and make recommendations on any necessary changes in the Constitution and By-Laws of IPLSA.

Guidelines, procedures and policies are set out in the existing Constitution and By-Laws and will be followed.

D. Budget, Finance & Audit/Conference

Goal: To plan, monitor and verify financial operations of IPLSA.

Guidelines: To operate within the framework of the Constitution and By-Laws, and in the best interest of IPLSA and the surveying profession.

Procedures and Policy:

1. To meet and set a budget for each fiscal year according to Art. IX.
2. Meet through the year to monitor the budget and make any necessary recommendations to the Official Board.
3. To investigate ways of funding the Association and make recommendations to the Official Board.

SECTION 4. PUBLIC RELATIONS

A. Membership

Goal: To promote and encourage membership in I.P.L.S.A.

Guidelines: To recommend and assist in programs to maintain and increase membership in IPLSA. Hold at least 2 meetings per year. Voting members of this committee shall consist of one for each Chapter represented, plus the Chairman and the Director of this committee. Meetings will be open to the membership.

Procedures and Policy: Make available through the IPLSA office a silver pin to be purchased by members to recognize general membership in IPLSA and a gold pin to be awarded to any member successfully bringing a new member to IPLSA.

B. Public Information, Marketing & Publications

Public Information & Marketing:

Goal: To seek out and make available positive information in matters relating to Land Surveying. To promote Land Surveying services and seek new opportunities requiring utilization of Land Surveying.

Guidelines: To operate within the framework of the Constitution and By-Laws, and in the best interest of IPLSA and the surveying profession.

Procedures and Policy: To explore ideas, review and implement concepts, tools, and procedures to help in

marketing Land Surveying Services.

Publications:

Responsibilities:

1. The Publications Committee shall be responsible for the following Association Publications:
 - a) Federal Instructions for the Survey of Public Land in Illinois
 - b) Study Aids Booklet
 - c) How To Secure The Services of a Land Surveyor
 - d) Illinois Compiled Statutes
2. The Publications Committee shall cooperate with the Executive Director in the Publication of the following:
 - a) The Illinois Surveyor Newsletter
 - b) The Membership Directory
3. The Publications Committee shall develop and/or assist in publishing other material:
 - a) As requested by the Board of Directions
 - b) As requested by the Chapters
 - c) As requested by the Public
 - d) As requested by the Committee members

Goals: At the May Board meeting, the Publications Chairman shall present a written report on the goals for the Publications Committee for the coming year.

Reports:

1. The Committee Chairman shall prepare a written and/or oral report at each Quarterly Board Meeting detailing the activities of the Publications Committee.
2. The Committee Chairman shall prepare a written report to be delivered or orally presented at the Annual Meeting, detailing the activities of the Publications Committee over the last year.

Meetings:

The Committee Chairman shall call at least one meeting a year to discuss the activities of the Committee.

Annual Review:

Prior to the September Board Meeting, the Committee Chairman shall call a meeting by written notice to the committee members at least fifteen (15) days prior to the meeting. At this meeting, the Survey Manual shall be reviewed and proposed additions, deletions or revisions shall be discussed and delivered. Any such additions, deletions or revisions shall be presented to the Board of Directions for approval, or to be submitted to the Chapter for their review and comment. In such case, the proposed additions, deletions or revisions shall be resubmitted to the Board after Chapter review at the December Board Meeting. Approval of the additions, deletions or revisions shall be by majority vote of the Board of Directions.

C. Intersociety Relations

Goal: To promote liaison with Societies, Associations, and Organizations of professions or trades in fields related to, associated with, or affected by Land Surveying Profession, such as but not limited to ACSM/NSPS and the IPLSF Foundation.

Guideline: To operate within the framework of the Constitution and By-Laws, and in the best interest of IPLSA and the surveying profession.

Procedures and Policy: Contact or approach Societies and Associations to encourage exchange of information, interaction or feedback.

SECTION 5. PLANNING & GOALS/PRESIDENT-ELECT

A. Planning & Goals

Goal: To recommend objectives and directions, and outline plans and procedures for obtaining same. To gather information, study, report and make recommendations on the direction for the Association's future.

Guidelines: To operate within the framework of the Constitution and By-Laws, and in the best interest of IPLSA and the surveying profession.

Procedures and Policy: Meet, discuss, explore and compile suggestions and ideas.

Member Review:

At any time during the year, any member in good standing with the Association can petition for any addition,

deletion or revision to the manual by presenting to the Chairman of the Publications & Survey Manual Committee or the Board of Directions, a typewritten form of such addition, deletion or revision. Such addition, deletion or revision shall be presented to the Board of Directions at the next Board meeting for approval or denial by majority vote.

Amended December 2, 1989

Amended January 5, 1991

Amended December 6, 1991

Amended December 27, 1993

Amended February 2, 1997

Amended December 12, 1998

Amended December 4 1999

Amended February 21, 2003

Amended February 21, 2008