

IPLSA POLICY MANUAL

Membership & Dues:

Dues Increases:

It is the policy of the Official Board of Directions that annual dues will be increased each year automatically, by three (3) percent, rounded up to the nearest five (5) dollar increment. In any given year the automatic increase in dues can be waived by a majority vote at a Board of Directions meeting.

Membership Pins:

Through the IPLSA office, a pin will be given to new members to recognize general membership in IPLSA, and a gold pin to be awarded to any member successfully bringing a new member to IPLSA.

Association Membership Lists:

Neighboring states surveyors associations can receive a copy of our membership if requested, but no other private parties shall have access to it.

New Licensees:

A newly licensed Illinois PLS or SIT will be offered one year free membership in IPLSA, and free registration for one annual conference in the calendar year following licensure for a newly licensed PLS. IPLSA will notify all newly licensed PLS's that they are entitled to a one year free membership in NSPS. This membership will be sponsored by NSPS.

Annual Conference:

Host Chapter Revenues:

The Host Chapter will receive 10% of the net profit generated from the Annual Conference, but not to exceed \$2000.00, for serving as the host for the conference.

Host Chapters:

The Host Chapter shall be one of the ten IPLSA chapters each year. The designation of Host Chapter shall be rotated among the ten chapters.

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

Education, Training and Registration/Exam

1. Prior to the May Board of Directions 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.
3. The committee shall have at least one meeting per year.
4. The Education committee is charged with approving the quality, content and presenters of any IPLSA sanctioned seminar for compliance with Illinois mandatory continuing education requirements.

S.I.T./Affiliate

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

Scholarships & Awards:

IPLSA Student Scholarship Award

1. Purpose: The purpose of the scholarship is to provide financial assistance to the undergraduate student pursuing a baccalaureate degree in land surveying from an accredited college or university, or a baccalaureate degree in a related science including at least 24 semester hours of land surveying courses from the Illinois Department of Professional Regulation Land Surveyors Licensing Board approved curriculum of an accredited institution, who is an Illinois resident attending an Illinois school.
2. Applications are to be submitted to the IPLSA by December 1, and must include:
 - A. Proof of enrollment in spring semester or acceptance by a college or university.
 - B. Transcripts from previous semester showing GPA (for proof of overall GPA). GPA will only be used in scoring in case of a tie. Freshman should submit copy of High School transcripts.
 - C. Brief statement of:
 1. Goals (including applicant's plans for a formal education and career)
 2. Merit (awards by city, church, school, service club, etc., or by performance; GPA, honors society, officer in organizations)
 3. Financial need
 4. Extra curricular activities related to surveying (part time or summer employment in surveying, involvement in IPLSA Student Chapter and any offices held, attendance of any seminars / conferences, involvement in summer survey camps, etc.)
3. Note: The applicant's plans for a formal education and career, along with the statements of goals, merit, financial need and extra curricular activities shall consist of a minimum of one (1) page and maximum of five (5) pages.
4. Selection:
 - A. Selection will be made by the IPLSA Scholarship Committee.
 - B. Appraisal of application.
5. Award:

The award will consist of a \$1,000 check to the recipient. It is the intention of IPLSA to give five awards annually, four of which are funded by the Illinois Professional Land Surveyors Foundation (IPLSF) and one by Barrington Engineering Consultants, Ltd. The awards will be presented in February of each year.
6. Minimum Standards:

If items A, B and C are not complete the applicant will be disqualified and if in the considered judgment of the IPLSA Scholarship committee, no nominee is worthy of the award, no award will be made.
7. The application form can be obtained by going to the association's web site:
www.iplsa.org.
8. The completed applications shall be submitted to the Scholarship Committee of IPLSA,
c/o, Mr. Robert E. Church
Executive Director, IPLSA
203 S. Walnut Street, PO Box 588
Rochester, IL. 62563-0588

Community College Scholarship Award

1. Purpose: The purpose of the scholarship is to provide financial assistance to the student pursuing a career in the surveying profession. This scholarship is intended for students who are attending a Community College pursuing a degree associated with the land surveying profession.

2. Eligibility: The applicant must:
 - A. Be an Illinois resident
 - B. Be a current Community College student pursuing a degree associated with the Land Surveying Profession.
 - C. Be registered for classes at a Community College
 - D. Have a minimum overall grade point average (GPA) of 3.0 (on a 4.0 scale)
3. Applications are to be submitted to the IPLSA by December 1, and must include:
 - A. A completed application form.
 - B. Proof of enrollment.
 - C. Unofficial transcript(s) showing GPA (for proof of overall GPA).
 - D. One (minimum) to three (maximum) letters of recommendation, including one from a faculty member familiar with the applicant's work.
 - E. Brief written statement (one to five pages) of:
 1. Professional Goals (applicant's educational and career plans)
 2. Extracurricular activities related to surveying
 3. Extracurricular activities
 4. Financial needs
 - F. Mail or deliver all materials in one envelope. Applications sent by fax or e-mail will not be accepted. Late applications, incomplete applications or improperly completed applications will not be considered for this scholarship.
4. Selection: Selection will be made by the Illinois Professional Land Surveyors Association Scholarship, Eldridge, Honors and Awards Committee. The selection committee will use the following criteria:
 - A. 30% academic record
 - B. 30% applicant's statement (goals / financial need / extracurricular activities related to surveying and other extracurricular activities)
 - C. 20% letters of recommendation
 - D. 20% activities

If the selection committee determines that none of the applicants satisfies the scholarship criteria, no award will be made.

5. Award: IPLSA will notify the recipient of his / her selection by the committee. The recipient will receive a \$500 award. The award will be presented at the Illinois Professional Land Surveyors Association Annual Conference. The award may be given only two (2) times to an individual.

6. The application form can be obtained by going to the association's web site: www.iplsa.org.

7 The completed applications shall be submitted to the Scholarship Committee of IPLSA,
 c/o, Mr. Robert E. Church
 Executive Director, IPLSA
 203 S. Walnut Street, PO Box 588
 Rochester, IL. 62563-0588

IPLSA 24 Semester Hour Scholarship Award

1. Purpose: The purpose of the scholarship is to provide financial assistance to a college student, employed in the surveying and engineering field, and is a resident of Illinois; pursuing 24 semester hours of Land Surveying courses as approved by the Illinois Department of Professional Regulation Land Surveyors Licensing Board; and who is not receiving financial aid from his/her employer. **This Scholarship is not for the completion of the "related science requirement" to obtain the required hours of math and science.**
2. Applications are to be submitted to the IPLSA by December 1, and must include:
 - A. Records of academic performance and standing
 - B. Brief statement of:

1. Work History
 2. Goals (including applicant's plans for a career in surveying)
 3. Merit (awards by city, church, service club, etc., or performance; GPA, honor society, officer in organizations, etc.)
 4. Financial need
 5. Extra curricular activities related to surveying (IPLSA Chapter / seminar / conferences)
3. Note: The applicant's plans for a career, along with the statements of work history, goals, merit, financial need and extra curricular activities shall each consist of a minimum of one (1) page and maximum of five (5) pages.
4. Selection:
- A. Selection will be made by the IPLSA Scholarship Committee.
 - B. Appraisal of Application.
5. Award: The award will consist of up to three (3) \$500 checks to the recipient (one for the Spring Semester, one for the Summer Semester and one for the Fall Semester). The award will be given in February each year. The applicant is eligible to receive up to three (3) semester scholarship checks per year with a maximum of two (2) awards per applicant.
6. Minimum Standards:
If, in the considered judgment of the IPLSA Scholarship Committee, no nominee is worthy of the award, no award will be made.
7. The application form can be obtained by going to the association's web site: www.iplsa.org.
8. The completed applications shall be submitted to the Scholarship Committee of IPLSA,
c/o, Mr. Robert E. Church
Executive Director, IPLSA
203 S. Walnut Street, PO Box 588
Rochester, IL. 62563-0588

Eldridge Award:

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 an Illinois resident 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 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
IPLSA Executive Director
203 South Walnut Street – P.O. Box 588
Rochester, IL 62563-588

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.

William M. Heffernan Article Of The Year Award:

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.

7. The award recipient will receive a plaque and suitable certificate from the Illinois Professional Land Surveyors Association. 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.

8. 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.

9. The papers shall be submitted to the Scholarship Committee of the Illinois Professional Land Surveyors Association:

c/o Mr. Robert E. Church
IPLSA 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.

William M. Heffernan, PLS, and John H. McClendon, PLS, Memorial Scholarships:

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 Applicant Instructions:

1. Two identical awards can be made each year, but only one of these scholarships can be awarded to an applicant.
2. Applications must be made on the official IPLSA William M. Heffernan, PLS, and John H. McClendon, PLS, Memorial Scholarship 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 applicant must include a 500 to 1000 word essay outlining the applicant's interest in the field of land surveying, including the source of interest, applicants' goals, and any related experience. Proper grammar and punctuation will be 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,

c/o Mr. Robert E. Church
IPLSA Executive Director IPLSA
203 South Walnut St., PO Box 588
Rochester, IL. 62563-0588

and be postmarked by June 1 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 \$500.00 (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

(Note: These guidelines will sunset on September 30, 2007.)

Nominations for the Honors and Awards described below 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.

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 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.

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 and 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.
5. A person must be nominated by a any Chapter for this award and each Chapter may make only one nomination each year.
6. Any nominee shall have been a member of IPLSA for 5 consecutive years.
7. No member shall receive this award more than once in any 10 year period.
8. In the event no nomination for Surveyor of the Year award is submitted by any Chapter, the Executive Committee can nominate a candidate for this award.

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 or Retired 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:

This 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.
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.

Legislator 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. Has helped to maintain and further the standards of our profession.
3. Not more than 2 such awards shall be presented in any year.
4. The award shall consist of an appropriate plaque presented by the Association.
5. 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.

GIS/LIS/IMAC

1. Define the responsibilities of the land surveyor in a Geographic Information System (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 Professional and Occupations sections 225ILCS330/1 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.

Legislation:

1. When the Illinois General Assembly is in session, the Legislation 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 reviewed and evaluated and either supported or opposed with the appropriate legislators being notified of IPLSA’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.

When proposed legislation is to be introduced in the legislature by IPLSA, the following procedure is suggested:

- A. Proposed bill would come to the Legislative Committee from one of the Standing or Special Committees.
- B. 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.
- C. Legislative Committee would send final draft of bill to the IPLSA Official Board of Direction with recommended action.

- D. IPLSA Official Board of Direction would vote to do one of the following:
1. Recommend not to introduce the bill.
 2. Return it for further review.
 3. Find sponsor for introduction into legislature.
 4. 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.

Government Relations

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.

Legislative Review

The purpose is to review and comment on existing laws and administrative rules that affect Illinois Professional Land Surveying.

Ethics and Practice:

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 the objective, always bear in mind the public interest, the professional interest, and the rights of the individual surveyor and general public.

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 Financial and 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 a formal investigation of the complaint.

Formal Investigation:

1. If a formal investigation arises from the initial review, and if the complaint involves a non-member, or a member who has dropped his membership during or as a result of a complaint, specific approval of the Executive Committee of the Association shall be obtained before any further action(s) is taken by the committee.
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 prohibited for reasons of confidentiality.
6. Additional evidence and/or testimony may be received at a future meeting.

Findings or Dispositions:

1. Action by the committee shall consist of 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 the charge(s).
 - 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 charge(s)”. The response to a written complaint found to have merit where one or more of the following applies:
 - A. Evidence of the respondent being aware and concurring as to the merit of the complaint.
 - B. Evidence of appropriate corrective action being taken by the respondent.
 - C. Evidence that any improper surveying practices by 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 by the respondent in the Association’s Continuing Education Program may be a factor in the committee’s 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 under 1. “D, E, F, or G” above, or by a simple majority vote of the quorum present, vote for disciplinary action under “1. A, B, or C” above.

Notification:

1. A finding of “1. A, B or C” above: The Chairman of the Ethics and Practices Committee shall inform the principals by certified mail with return receipts.
2. A finding of “1. D, E, F, or G” above: Following action by the Executive Committee, notification of the results of the proceedings, including the Ethics and Practices Committee findings and recommendation(s), shall 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.

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. 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 disposition "G" shall be recommended.

Member Qualifications:

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 Policy Manual and automatically claim their seats each year after such selection provided they meet the following requirements:

1. They shall not have been subject to any formal disciplinary action for the preceding three years.
2. They shall have been a licensed Illinois Land Surveyor for the last five years.
3. They shall have been a member of IPLSA for the last five years.

Quorum:

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:

1. Chapter representative (one per Chapter)
2. Association President
3. Committee Chairman (who shall vote only to break ties)

Nonvoting Committee members are:

1. President Elect
2. Association Director assigned this committee
3. Association Executive Director

Meeting Participants:

In the interest of confidentiality, committee participation shall be limited to the following individuals:

1. Duly constituted Chapter representatives
2. The Chairman
3. The Association Director assigned this committee
4. The Association President
5. The Association President Elect
6. The Executive Director of the Association

7. The complainant
8. The respondent
9. Attorneys for complainant or respondent
10. Witnesses for either complainant or respondent
11. Invitees of the committee

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.

Scheduling:

Inasmuch as is practicable, four meetings of the committee shall be scheduled with the Executive Director by the Chairman as soon as possible following the annual conference. These meetings shall 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:
 - A. Said member shall be excused from fulfilling any of his official duties-involving any other committee activity relating to the case in which he is involved.
 - B. If finding “1. D, E, F, or G” under Findings or Disposition 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 the 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) above, 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) above, 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.

Constitution and By-Laws

Review all written proposed amendments or additions to the Constitution and By-Laws and the Policy Manual. The committee shall submit the reviewed proposals for amendments and additions to the Official Board of Directions for rejection or approval.

Budget , Finance & Audit/Conference

1. To meet and set a budget for each fiscal year according to Art. IX of the By-Laws.
2. Meet through the year to monitor the budget and make any recommendations to the Official Board.

3. To investigate ways of funding the Association and make recommendations to the Official Board.
4. Include in the budget each year, if needed, a line item in the amount of \$2000.00 for potential legal advocacy. The fund may only be spent upon approval by the Board of Directions or in the event of an emergency, by approval of 6 of the 8 members of the Executive Board and Past President. Unspent funds will be carried over from year to year and the \$2000.00 additional amount is to be added each year until a maximum of \$10,000.00 in this budget line item is available.

Publications:

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
 - C. The Association web page, which should include the following:
 1. A listing of Supporting and Sustaining Members
 2. A copy of the IPLSA Constitution
 3. The Code of Ethics and By-Laws
 4. The last four copies of The Illinois Surveyor
 5. A database of surveyors that could be sorted by location
 6. Links to chapter web sites
 7. A copy of the Policy Manual
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

Intersociety Relations

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

Planning and Goals

Meet, discuss, explore and compile suggestions and ideas. The Planning and Goals Committee is charged with establishing guidelines for scheduling, pricing and profit division of IPLSA sanctioned seminars and educational events.

Continuing Education:

1. There should be a minimum of, but not limited to, two (2) IPLSA Seminars per year, one recommended in the spring and one in the fall;
 - A. Those seminars should be sponsored by an IPLSA Chapter or Chapters;
 - B. The Executive Committee will act as a “clearinghouse” to avoid any conflicts;

- C. IPLSA may sponsor the seminar(s) if no Chapters schedule a seminar;
 - D. The content and speaker shall be submitted to the Education and Training Committee for their review, concurrence, and issuing of PDH's.
2. The Presenter for any seminar should submit to the Education Committee an application for the subject to be reviewed in order to establish PDH's.

Amendments

Amendments or additions may be made to this Policy Manual 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.

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 Policy Manual.

Implementation

Implementation and Interpretation of this Policy Manual: The Association's Official Board of Directions shall have the authority to put this Policy Manual into operation and to clarify the wording of the Manual as required.

IPLSA Office Hours and Holidays

The office hours for the IPLSA Executive Office shall be from 8:00 a.m. to 12:00 p.m. and from 1:00 p.m. to 5:00 p.m. each week day except for the following listed holidays.

The following holidays will be the official IPLSA holidays:

- New years Day
- President's Day
- Good Friday
- Independence Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve Day – ½ day
- Christmas Day
- New Years Eve Day – ½ day

The IPLSA office will be closed on these holidays, or the day the holiday is recognized by the State of Illinois or the federal government.

Effective Date: December 29, 2006