

CLEVELAND CHAPTER – OHIO SOCIETY OF PROFESSIONAL SURVEYORS CONSTITUTION AND BY-LAWS

PREAMBLE

This statement of Constitution and By-Laws of the Cleveland Chapter of the Ohio Society of Professional Surveyors is hereby presented to indicate to all members, prospective members and members of affiliated societies the principles of organization of this Chapter stressing its willingness to cooperate as a Chapter of the Ohio Society of Professional Surveyors and its desire to mutually work with other societies to solve common problems.

Since the intent of this Constitution is to adopt that of the Ohio Society of Professional Surveyors, modified only where necessary to facilitate operation as a Chapter, entire Articles or portions of the Articles may be adopted herein by reference only to avoid redundancy.

CONSTITUTION

ARTICLE I-NAME

The name of this organization shall be the Cleveland Chapter of the Ohio Society of Professional Surveyors, organized under Article V of the Constitution of said Ohio Society of Professional Surveyors and does hereby recognize the Ohio Society of Professional Surveyors Constitution as duly adopted. For convenience and brevity, The Ohio Society of Professional Surveyors shall be referred to as OSPS and the Cleveland Chapter as "The Chapter"

The geographical area of responsibility shall be Cuyahoga County and those neighboring counties as included by the State Board of Directors and subject to revision as new chapters are formed or dissolved.

ARTICLE II- MISSION STATEMENT

The Chapter is an organization representing the Professional Surveyors in this geographical area and those engaged in the scope of the profession. This Chapter hereby accepts Article II, of the OSPS Constitution as its own. The Chapter shall, when requested, assist the OSPS Board of Directors on any OSPS related matters.

ARTICLE III- MEMBERSHIP

The Chapter hereby accepts Article IV Sections "A" and "B" of the OSPS Constitution as its own.

- C. All members in good standing have the right to participate in all programs and deliberations of the Chapter and shall have voting privileges in policy and business determinations and for elective offices.
- D. Suspension and/or Expulsion: Any action by the State Board of Directors shall be binding on the Chapter.
- E. Reinstatement: Any action by the State Board of Directors shall be binding on this Chapter.
- F. Membership Roster: A Membership Roster shall be maintained by the Chapter in co-operation with the State Executive Director.

The seven classifications of membership are hereby listed for information only: Professional, Associate, , Affiliate, Life, Student, Sustaining, and Retired.

ARTICLE IV-FINANCES

In order to conduct the business and activities of the Chapter in a responsible financial manner:

- A. An annual budget shall be adopted by the Board of Directors subject to ratification by the general membership prior to the start of the fiscal year. This budget shall be by fiscal year and adhered to unless exceptions are approved by the Board of Directors. Each member of the Board of Directors shall receive a copy of this budget at least sixty (60) days prior to the beginning of the fiscal year.
- B. Funds to sustain this Chapter's annual budget shall be derived from dues contributed by its members in accordance with By-Law II - Dues, monies realized from various activities, and any special assessments advocated by the Board of Directors. These funds shall be identified and maintained in separate accounts as directed by the Board of Directors. Disbursements shall be made by the Treasurer consistent with the annual budget or at the direction of the Board of Directors.

- C. An annual review shall be made of the Treasurer's ledgers within thirty (30) days following the end of the fiscal year. A report of this review shall be submitted to the Board of Directors.

ARTICLE V - OFFICERS

The Officers of the Chapter shall be a President, President-Elect, Secretary, Treasurer, Chapter Delegate, and the Immediate Past President.

A. Eligibility:

1. The President, President-Elect, Immediate Past President, and Chapter Delegate shall be Members in good standing of the Chapter roster of Professional, Retired and Life categories.
2. The Secretary and Treasurer shall be elected from the roster of all members in good standing.

B. Term of Office:

1. The President-Elect shall be elected for a term of three (3) years. The first as President-Elect; the second year, President; the third year, Immediate Past President.
2. Secretary, Treasurer, and Chapter Delegate shall be elected for a term of one (1) year.

All Officers may succeed themselves

C. Nominations:

An appointed Nominating Committee shall present a slate of candidates no later than the October Board of Directors meeting. Additional nominations may be made by the membership by contacting the Nominating Committee no later than October 31.

1. The nominating Committee shall cause ballots listing the candidates to be mailed to all voting members no later than November 15.
2. In the event there are no contested offices, ballots will not be mailed and the biographies of the unopposed candidates to be installed as officers shall be published.

D. Elections:

The returned ballots shall be received by an appointed Tellers Committee no later than December 31. The Tellers Committee shall tabulate the ballots and report the results to the President no later than seven (7) days before the January Board of Directors Meeting.

E. Duties:

1. All Officers shall attend all meetings of The Chapter. (See Article VIII Meetings)
2. The President shall act as the Chief Executive Officer of the Chapter, preside at all meetings and appoint all Committee Chairs with the concurrence of the Board of Directors. The President shall represent the Chapter and OSPS at all appropriate functions attend the OSPS Annual Conference and attend all Chapter related social functions.
3. The President-Elect shall assume the duties of, or shall represent the President upon the President's request. The purpose of this term shall be to prepare the President-Elect for the leadership requirements of the Presidency.
4. The Secretary shall keep the minutes of all regular and special meetings of the Chapter and shall be responsible for keeping a record of all Chapter correspondence.
5. The Treasurer shall perform all duties consistent with Article IV, Finances, of this Constitution. The Treasurer shall give a monthly report and an annual report of the Chapter finances to the Chapter Board of Directors. The Treasurer shall furnish to OSPS financial information about the Chapter when requested.

- F. The Chapter Delegate shall represent the Chapter at all OSPS Board of Directors meetings and shall submit a written report to the Chapter of the OSPS Board of Directors proceedings. The Chapter Delegate shall submit a written report to the OSPS Board of Directors of the Chapter's proceedings.

G. Vacancies:

If the Office of President becomes vacant, the President-Elect shall assume the office of President and shall serve the remainder of this term and then the normal elected term. In the event the office of President-Elect becomes vacant, the Board of Directors shall appoint a President-Elect from among the

eligible members of The Chapter to serve until the next regular election. All other vacancies shall be filled by appointment by the Board of Directors and shall serve until the next regular election.

ARTICLE VI - BOARD OF DIRECTORS

A. Membership:

The Board of Directors shall consist of the President, President-Elect, Chapter Delegate, Secretary, Treasurer, and the Immediate Past President.

B. Quorum:

A quorum shall consist of at least half of the members of the Board of Directors provided that the meeting is chaired by either the President, or the President-Elect, or the Immediate Past President.

C. Duties:

The Board of Directors shall conduct all business of the Chapter during the Chapter year. It shall be responsible for determining and implementing of Chapter Policies and the uses of Chapter Funds.

D. Accountability and Recourse:

The Board of Directors shall be accountable to the General Membership and any action by the Board of Directors shall be subject to a referendum by the Membership. Such referendum must be initiated by written petition of 25 Members. Said petition shall be presented to the President. The President shall cause a ballot to be sent to all voting members within 30 days of receipt of said petition. The date of the tally shall be thirty (30) days after the mailing date of the ballot. The ballots shall be returned to an appointed tellers committee of at least three (3) members, at least one of which shall be a signatory of the challenging petition. This Committee shall tally the votes and report the results to the President, the Board of Directors and the Membership. Actions reflecting the desires of the voting membership shall be immediately affected by the Board of Directors.

ARTICLE VII - COMMITTEES

A. In order to achieve the mission statement of the Chapter, most efficiently, six (6) Committees categories are hereby established.-These committees shall address the principal functions of the Chapter. These functions are Membership, Communication, Education, and Finance. (See By-law I, Committees).

B. Standing and Special Committees shall be appointed by the President as needed. The makeup of the Committees shall be at the discretion of the President, except as specified herein or as written in their respective guidelines (See By-law I, Committees). Committee appointments expire with the President's term unless written duties specify otherwise.

ARTICLE VIII - MEETINGS:

A. ANNUAL MEETING:

An Annual Meeting will be held each year on the fourth Thursday in January for the purpose of receiving the reports of the Treasurer and other significant committees, briefly discussing the schedule of events for the coming year, and installing the new Officers. The membership shall be advised of the actions of the Board of Directors from the previous year and be presented with the budget for the coming year. (In case of a conflict with the OSPS Annual Conference, an alternate date will be chosen by the Board of Directors.)

B. Regular, Seminar, and Board of Directors meetings of the Chapter shall be held as designated by the Board of Directors. The membership shall be notified of the meeting schedule and location.

C. Special meetings may be called by the Board of Directors by written notice to the Membership being notified seven (7) days prior to the proposed meeting. The notice shall state the purpose, time, date and place of said Special Meeting.

D. All meetings shall be open to the General Membership and shall be governed by Robert's Rules of Order - Revised.

ARTICLE IX - AMENDMENTS

A. The Chapter hereby accepts Article X of the OSPS Constitution as its own except the Secretary of the Chapter is substituted for the Executive Director.

B. Any Article or Section of the OSPS Constitution accepted and affecting this Chapter Constitution shall, if

amended by the State Membership, be automatically amended herein except where such amendments would be in conflict with this Chapter Constitution.

ARTICLE X - BY-LAWS

Such By-Laws as are essential to the conducting of the affairs of the Chapter may be enacted and revised by the Board of Directors. Any new or revised By-Law will not become valid until thirty (30) days after the membership is notified in writing.

BY-LAW 1-COMMITTEES

- A. The Standing Committees established under Article VII shall have, but are not limited to, responsibility for the following:
1. Membership
 - a. Membership Committee
 - b. Nominations Committee
 - Elections
 - Tellers Committee
 2. Communication
 - a. Newsletter Committee
 - b. Website Committee
 3. Education
 - a. Program
 - b. Program selection Committee
 - Meeting sites
 - Speaker/content
 - c. Scholarship Committee
 - d. Trig*Star Committee
 4. Finance
 - a. Financial Review Committee
 - b. Budget Committee
 - c. Investments Committee

BY-LAW II- DUES

The Annual dues shall be \$ 25.00. All Professional, Associate, and Affiliate Members shall pay the stated dues amount. All other members shall pay no dues.

BY-LAW III OFFICER EXPENSE

Expenses incurred while representing the Chapter at Professional functions shall be submitted to the Board of Directors for prior approval and payment in accordance with established policy.

BY-LAW IV-DISSOLUTION

In the event the Chapter shall become inactive for any reason, and is so certified to be inactive or defunct by OSPS, the Treasury, records and appurtenances shall be transferred to OSPS.

BY-LAW V - DEFINITIONS

1. Fiscal Year shall be the calendar year - July 1 through June 30. Chapter Year shall be from one Annual Meeting to the next Annual Meeting (January to January).
2. The terms "mail", "mailed", "notified", "notice", "sent", and/or similar phrases may be used to indicate U.S. Postal Service mail, private shipping vendors, or communications conducted in electronic format.

ACCEPTANCE:

Accepted by vote by mail ballot of the Membership of the Cleveland Chapter, Ohio Society of Professional Surveyors and becoming effective September 1, 2026.