

BYLAWS  
OF CHAPTER TWO  
OF THE MINNESOTA SOCIETY OF PROFESSIONAL SURVEYORS

Revision Adopted January 28<sup>th</sup>, 2010

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**ARTICLE I**

**Name, Location and Jurisdiction**

This organization shall be known as Chapter Two of the Minnesota Society of Professional Surveyors (MSPS) and shall be referred to informally as the Northwest Area Chapter of the Minnesota Society of Professional Surveyors.

The office of the organization shall be the same as that of the Secretary/Treasurer and shall change with the Secretary/Treasurer.

The organization shall draw membership from within the boundaries of the following Minnesota counties:

Becker	Kittson	Polk
Beltrami	Lake of the Woods	Red Lake
Cass	Mahnomen	Roseau
Clay	Marshall	Wadena
Clearwater	Norman	Wilkin
Crow Wing	Otter Tail	
Hubbard	Pennington	

**ARTICLE II**

**Purpose**

The primary purpose of this organization shall be to promote and maintain the established principles of survey operations and to assist the Minnesota Society of Professional Surveyors in fulfilling its objectives. The chapter shall actively promote membership in MSPS. The chapter shall also provide fellowship, guidance and assistance to students and technicians seeking a place in the profession.

### **ARTICLE III**

#### **Membership**

The chapter shall be comprised of Licensed members, Life members, Retired members, Training members, Technical members, Student members, and Associate members.

Licensed members shall be defined as those Licensed members of MSPS who live, maintain operations, or work within the jurisdiction of this chapter and who pay the required state and chapter dues.

Life members shall be defined as those members who have attained 62 years of age, have retired from active practice as land surveyors, and wish to remain active in the chapter organization.

Retired members shall be defined as those Training or Technical members who have attained 62 years of age, have retired from work, and wish to remain active in the chapter organization.

Training members shall be defined as those Training members of MSPS who live or work within the jurisdiction of this chapter and who pay the required state and chapter dues.

Technical members shall be defined as those Technical members of MSPS who live or work within the jurisdiction of this chapter and who pay the required state and chapter dues.

Student members shall be defined as those members who are full-time or part-time students in a surveying or related degree program with an interest in land surveying who live or attend school within the jurisdiction of this chapter.

Associate members shall be defined as anyone who has an active interest in land surveying and who is not eligible for membership under other classifications.

### **ARTICLE IV**

#### **Dues**

The chapter's annual dues may not exceed 50% of the MSPS dues. Annual chapter dues shall be set at the annual meeting held in the calendar year prior to the calendar year for which the dues apply. All dues are payable to the Secretary/Treasurer on or before the annual meeting of each year.

## **ARTICLE V**

### **Notice of Meeting**

Written notice shall be postmarked and sent to all members at least two weeks prior to the meeting, and such notice shall include an agenda of items to be considered at the meeting. Any member may, before, during or after a meeting, waive in writing notice thereof. Such waiver shall be filed with the person designated as Secretary of the meeting, who shall enter it in the records. Appearance at a meeting shall be deemed as a waiver of notice, unless the appearance is solely for the purpose of asserting the illegality of the meeting.

Any member may request an e-mail notice in place of written notice. This request shall be presented to the Secretary/Treasurer in either written form or by e-mail, and will remain in effect until a written or e-mail request is received from the member to resume written notice.

## **ARTICLE VI**

### **Chapter Meetings**

The chapter shall convene at least three times during the year. The annual meeting of the chapter shall be held at and during the time of the annual meeting of the Minnesota Society of Professional Surveyors. At least two regular meetings shall be convened at such time and place designated by the officers of the chapter. The President may, at his discretion and by due notice, call such special meetings as he feels are required for operation of chapter business.

## **ARTICLE VII**

### **Agenda and Meetings**

At its meeting, the chapter shall take appropriate action on all items listed on the agenda and shall consider such other items as may be introduced.

## **ARTICLE VIII**

### **Quorum**

A minimum of five voting members must be present at all chapter meetings to constitute a quorum.

**ARTICLE IX****Voting Rights**

Every Licensed member, Life member, Retired member, Technical member, and Training member on record at the date of a meeting, according to the record of the Secretary/Treasurer, shall be entitled to one vote. Voting may be by voice or by secret ballot. Student members and Associate members shall have no voting privileges. There shall be no voting by proxy. A simple majority vote is necessary to transact business.

**ARTICLE X****Adjournment**

Any meeting may be adjourned upon a vote of a majority of the voting members present. Notice of such adjournment shall be announced at the meeting and entered into the minutes.

**ARTICLE XI****Minutes of Meetings**

The minutes of each meeting shall be prepared and distributed to the chapter members by the Secretary/Treasurer and copies sent to the MSPS President and Secretary. Minutes, and any corrections duly adopted, shall be signed by the presiding officer. The minutes shall not be deemed to be correct until adopted at a regular meeting of the chapter.

**ARTICLE XII****Officers**

The chapter officers shall include a President, Vice President/President-Elect, and Secretary/Treasurer, all of whom shall be elected at the annual meeting of the chapter to serve a two year term. All voting members shall be eligible for office.

## **ARTICLE XIII**

### **Duties of Officers**

The President shall conduct the chapter business; preside at all chapter meetings; and represent the chapter in all matters, including representation at the meetings of the Minnesota Society of Professional Surveyors. In the event that it is not possible for the President to be present at the MSPS meetings, he may delegate this responsibility to the Vice President/President-elect.

The Vice President/President-elect shall serve in the absence of the President, with all the duties and obligations of that office.

The Secretary/Treasurer shall keep a record of the business and finances of the chapter, handle all correspondence, be responsible for all monies and prepare the annual report of MSPS.

## **ARTICLE XIV**

### **Committees**

The President shall appoint such committees as he deems necessary and said committees shall function for the designated purpose, but not to exceed his tenure of office.

## **ARTICLE XV**

### **Annual Report**

The chapter shall present an annual report to the Minnesota Society of Professional Surveyors at the annual meeting containing a list of the chapter's members and a summary of its activities and financial status.

## **ARTICLE XVI**

### **Amendments**

The bylaws of the chapter may be amended by a majority of the voting members present at any regular meeting of the chapter, or at any special meeting thereof at which a quorum is present, provided that notice of such regular or special meeting shall state the proposed amendment and the fact that it is to be voted upon at the meeting. The chapter officers, acting as a body, shall not have power to change or amend the bylaws of the chapter.

**ARTICLE XVII**

**Miscellaneous**

All meetings shall be conducted pursuant to Robert's Rules of Order unless otherwise provided for by appropriate action of a majority of the voting members present at the meeting.