



**POLICY  
AND  
PROCEDURES  
MANUAL**

# Forward

This Manual is an attempt by the Great Plains Chapter of NDSPLS to aid Officers and members alike of the duties, responsibilities, and the general way of thinking of NDSPLS. It was commissioned in 1996 by president Steve Ackerman with the Great Plains Chapter assigned the duty of putting it together.

The Manual consists of two parts:

- I. Duties of Officers and Chairmen of the various committees, compiled in part from the by-laws as they exist at the time of this writing, and from historical and unwritten knowledge gained in part by an earlier work in 1988-89 by Mike Fandrich and Curt Glasoe, and
- II. Compilation of various motions and resolutions since the inception of NDSPLS in 1979, that guide the various policies and procedures that are to be followed by members of NDSPLS.

This information contained within is not perfect. It may not include all the combined knowledge of those persons who have actually served in the various capacities listed within. It is the hope of the committee that those who do have more understanding of the various job descriptions, duties, and general procedure will take the time to inform the Great Plains Chapter of any additions, deletions, or revisions. This is a living Manual and as such will have to be updated, revised, and reprinted on an annual basis.

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# PART I: DUTIES

## A. BOARD OF DIRECTORS

1. President:
  - a. (\*) Preside over all meetings of the members, the Board of Directors, and the Executive Committee.
  - b. (\*) Have all authority ordinarily held by the president of a corporation.
  - c. (\*) Appoint the members of all standing and special committees from any class of membership he/she desires.
  - d. (\*) Serve ex-officio as a member of all committees
  - e. Present Past President with the President's Award
  - f. Official representative of the Society.
  - g. Coordinate all chapter efforts.
  - h. Try to attend each chapter meeting once each year.
  - i. Recommend policy direction of the Society to the Board.
  - j. Invite guests to annual meeting.
  - k. Host President's Breakfast with guests.
  - l. Inform Administrative Secretary when to send out notice of meetings.
  - m. Quarterly message in the 49<sup>th</sup> Parallel.
  - n. Attend Board of Registration meetings or delegate someone to do so.
  - o. Submit written annual report to Administrative Secretary by January 15.
  - p. Determine following year's proposed budget and get to treasurer by January 15.
  - q. Represent and attend neighboring society and Province annual meetings.
  - r. (\*) The Board of Directors shall have the books of this Association audited by a public accountant at least once in each alternate fiscal year, and the report of such audit shall be made at the next annual meeting of the members.
2. President-Elect:
  - a. (\*) Perform such duties of the President as the President may designate; in the absence or disability of the President, the President-Elect shall perform all the duties of the President.
  - b. Succeed to the office of President.
  - c. Attend President's Breakfast.
  - d. Co-chair legislation and by-laws committee.
3. Vice President:
  - a. (\*) Perform such duties of President or President-Elect as the President or President-Elect may designate; in the absence or disability of the President and/or President-Elect, the Vice President

- shall perform all the duties of such office.
  - b. Succeed to the office President-Elect.
  - c. Chairman of Membership Committee.
  - d. See duties required under Membership Committee.
  
- 4. Past President:
  - a. Assist President to insure continuity.
  - b. Act as Nominations committee chairman.
    - i. Prepare ballot with nominations and by-laws changes and work with Administrative Secretary on mailing and embossing the ballots. Ballots should be sent out by January 10, or 30 days before annual meeting.
  
- 5. Chapter Presidents:
  - a. Chair at chapter meetings.
  - b. Represent chapter at board meetings.
  - c. Assist committee chairman within chapter.
  - d. Attend Board of Registration meetings in your area as an official representative of the society.
  - e. Submit written annual report to Administrative Secretary by January 15.
  - f. (\*) The Chapter shall present an annual report to the Society at the annual meeting containing a list of its members and summary of its activities and financial status.
  
- 6. Secretary:
  - a. (\*) Take or supervise the taking of complete minutes of all meetings of the members and of the board of directors and of the executive committee.
  - b. (\*) Have custody of the society's minute book and of its corporate seal.
  - c. (\*) Submit to the annual meeting of the members a report covering the business of the society for the previous fiscal year and showing the condition of the society at the close of said fiscal year.
  - d. (\*) Give, or cause to be given, all notices as required by law or these by-laws.
  - e. (\*) Perform such additional duties as may be required of him/her by the Board of Directors.
  - f. (\*) Dues notices shall be mailed to each member by November 15 (work with Administrative Secretary).
  - g. Submit copy of the minutes of all Board Meetings, and the general membership meetings to Administrative Secretary by January 15.
  - h. Send copies of minutes of all Board Meetings to the Editor of the 49<sup>th</sup> Parallel.
  - i. Have custody of the Officer's insurance policy.

7. Treasurer:
  - a. (\*) Have custody of and account for all funds and property of the society.
  - b. (\*) Keep complete books and records of all financial transactions of the society.
  - c. (\*) Perform such additional duties as may be required of him/her by the Board of Directors.
  - d. Work with Administrative Secretary on dues notices and reminder notice.
  - e. Submit written reports to Administrative Secretary by January 15.
  - f. Present annual report at general membership meeting.
  - g. Annually renew officers= liability insurance (see Rolly Ackerman).
  - h. Remind all committees, etc. to turn in proposed budget for the upcoming fiscal year by January 31.
  - i. Have books audited at end of second year of term.
  - j. Prepare proposed budget for upcoming fiscal year and submit to Board of Directors and general membership for approval.

## B. COMMITTEES

1. Administrative Secretary
  - a. Screen applicants on an as needed basis to fill the position.
  - b. Maintain a 2-year contract with the administrative secretary approved by the Board of Directors at every other April meeting.
  - c. Determine duties and wages of the administrative secretary.
  - d. Approve quarterly billings of the administrative secretary and send on to Treasurer for payment.
  - e. File year-end report.
2. Awards
  - a. Keep list of Society's annual awards.
  - b. Determine criteria for awards.
  - c. Determine if applicant qualifies for any awards.
  - d. Present awards at annual meeting.
  - e. Submit written annual report to Administrative Secretary by January 15.
  - f. Present annual report at general membership meeting

The awards committee was established as a special committee. Awards will be given in the following categories:

1. Survey Excellence Award
2. Map Design Competition
3. Student Project Award

The Committee will be responsible for:

1. Publicizing the awards.

2. Acquiring persons for judging candidates.
3. Compiling judging results and selecting recipients.
4. Notifying recipient of results.
5. Obtaining plaques.

Survey Excellence Award

1. This award will be a metal and wood plaque, engraved with the following:

SURVEYING EXCELLENCE AWARD

(Year)

PRESENTED TO

(Name)

IN RECOGNITION OF YOUR  
OUTSTANDING CONTRIBUTION AND DEDICATION  
TO THE SURVEYING PROFESSION

NORTH DAKOTA SOCIETY OF PROFESSIONAL LAND SURVEYORS

2. This award is open to anyone who has made an outstanding contribution or has performed outstanding service to the Surveying Profession. It is not necessary for a candidate to be a surveyor or a member of NDSPLS.
3. Every candidate must be nominated by a chapter of NDSPLS or two NDSPLS members at large. If nominated by a chapter, two officers of the organization must sign the nomination.

Each nomination must include a narrative stating the reasons why the sponsors feel the nominee is deserving of this honor, specific accomplishments the nominee has made toward the profession, and biographical data to be used in the award presentation should the nominee be selected recipient.

4. All nominations must be received by December 31 of the appropriate year.
5. The following factors will be considered by the panel of judges in determining the recipient of the award:

Service to the profession  
Service outside the profession  
Types of survey activities  
Publications  
Legislative effort  
Recognition as a professional leader

Membership and activities in surveying and related professional organizations  
Other factors demonstrating breadth of professionalism, activities, and development

If the judges feel there is no sufficiently worthy candidate, they will note so on their ballot.

#### Map Design Award

1. This award will be a plaque similar to the Survey Excellence Award.
2. This award is open to only members of NDSPLS.
3. Each entrant will be limited to one map per year. Maps must have been produced during the calendar year preceding the convention at which they are entered. Some examples of maps are: City Lots, Subdivision, Rural Boundary, Topography, Well Location, Mine Maps, GIS Map, and ALTA surveys.
4. Entries can be either mailed or hand delivered to the convention. Name of the entrant and/or company must be concealed on the face and must be placed on back of each entry. Entries will be judged on creativity, completeness, presentation of data, legibility, and how well maps convey the desired information. All entries become the property of the Society upon the completion of the competition.

If more than one map is submitted meeting the required criteria, the judges may issue a joint award.

#### Student Project Award

1. This award will be similar to the other awards
2. Any student enrolled in a surveying related program, and is a member of NDSPLS, is eligible for this award.
3. The paper should describe a project in which the applicant was a participant and may involve a group of students and/or non-students. The writing of the paper must be an individual effort. Advice and constructive criticism from the applicant's instructor or supervisor is permissible and encouraged. The project need not have occurred within the preceding 12 months. Entries must be received by December 31 of the appropriate year.
4. The following factors will be considered in the judging: originality, creativity, uniqueness, practical application, and overall quality of the paper.
5. All student entries will be considered for presentation at the respective convention.

Send entries to NDSPLS Awards Committee

**3. Convention Committee:**

- a. Schedule location three years in advance.
- b. Schedule dates six years in advance
- c. Book motel one year in advance.
- d. Progress report at each Board of Director's Meeting
- e. Line up speakers for annual meeting, arrange their lodging, and pick up at airport if needed.
- f. Determine menu items and negotiate room rates with motel.
- g. Prepare gift baskets for guest's room at motel.
- h. Remind members to bring auction items.
- i. Prepare brochure and get to Administrative Secretary before January 15.
- j. Design cover page for reports booklet and get to Administrative Secretary before January 15.
- k. Introduce speakers at annual meeting and present gift when finished.
- l. Emcee the banquet at the annual meeting.
- m. Secure an auctioneer for the auction at the general membership meeting.
- n. Assist Administrative Secretary with registration desk at annual meeting.
- o. Submit report to Administrative Secretary by January 15 of the following year.
- p. Submit itinerary to State Board of Registration for CEU determination.

**4. Education:**

- a. (\*) Promote and encourage educational facilities and activities, which the committee deems to be advantageous or beneficial to students who are preparing to follow the profession of land surveying.
- b. Organize and prepare annual fall seminar.
- c. Assist Administrative Secretary with preparation of brochure.
- d. Report to Vice President.
- e. Schedule dates six years in advance.
- f. Submit written annual report by January 15 to Administrative Secretary.
- g. Present annual report at general membership meeting.
- h. Submit itinerary to State Board of Registration for CEU determination.

**5. Education Assistance:**

- a. Education Assistance fund is supported by auction items brought to the general membership meeting.
- b. Display table for auction items.
- c. Assist auctioneer.
- d. Auction funds kept in separate NDSPLS account, treasurer is

- responsible.
- e. Work with Science School (NDSCS) in getting applications out to students.
- f. Draft and use a standard application form for administrating of the scholarship.
- g. Review applications and award scholarships.
- h. Attend Science School (NDSCS) Scholarship Banquet.

**6. Ethics:**

- a. (\*) Prepare and recommend to the Board of Directors a code of ethics, and amendments thereof from time to time. It shall investigate all questions arising under said code and recommend to said Board action to be taken by said Board concerning such question.
- b. Develop a questionnaire to aide in investigation of written complaints which is filled out by the plaintiff, including:
  - i. Details of complaint.
  - ii. What effort has been made to resolve:
    - Personal contact?
    - Phone call?
    - Written documentation?
    - Result of efforts with dates, copies of letters, telephone log, etc.
- c. Develop a questionnaire to aid in investigation of written complaints which is filled out by the defendant. Include in questionnaire same as above.
- d. Committee chair can only send Standard Form courtesy letters previously approved by the Board of Directors to either plaintiff or defendant.
- e. If the courtesy letter is disregarded and the committee feels further action is necessary, the committee chairman will bring this to the attention of the Board of Directors. Board of Directors will determine the following:
  - i. Board may dismiss with no further action.
  - ii. Board agrees with committee and drafts written request to rectify problem.
- f. If formal Board of Directors written request is disregarded, the Board of Directors will request the ND State Board of Registration and Attorney General to investigate the situation and make a determination.
- g. Submit written report to Administrative Secretary by January 15.
- h. Present annual report at general membership meeting.

**7. GIS**

- a. What the surveyors should be doing with GIS.
- b. How much GIS can be done without a registered land surveyor.
- c. Work at establishing recommended specs for GPS surveying.

- d. Come up with a definition of terms and incorporate into a manual for GIS.

**8. Historical:**

- a. Collect, compile, and store all resolutions, policy statements, and membership data.
- b. Collect and store:
  - i. All issues of 49<sup>th</sup> Parallel.
  - ii. Society Membership Director.
  - iii. Fall seminar brochures.
  - iv. Annual meeting brochures.
  - v. Sample of the official ballot used each year.
  - vi. Society Board of Directors and Committee Chairmen.
  - vii. Members who have served on the State Board of Registration (with dates).
- c. Submit written annual report to Administrative Secretary by January 15.
- d. Present annual report at general membership meeting.
- e. GIS:

**9. Legislation and By-Laws:**

- a. (\*) Study enacted and proposed legislation affecting land surveyors, and promote legislation which will be in the public interest and will tend to elevate the standards of land surveying. It shall review this associations by-laws each year and recommend to the Board of Directors such amendments as said committee may deem to be advisable.
- b. General membership will determine the direction the legislative committee shall take at the annual meeting as to the following:
  - i. New legislation.
  - ii. Repealing, amending existing legislation.
- c. Prepare legislation for the general membership approval.
- d. Submit approved legislation to the legislative council for review and final typing.
- e. Testify, sponsorship, etc. lobbying for additional support using Society membership and funds.
- f. Submit written annual report to Admin. Secretary by January 15.
- g. Present annual report at general membership meeting.

**10. Membership**

- a. Vice President is membership chairman.
- b. (\*) Review all applications for membership in this association and recommend to the secretary each applicant who said committee shall deem to be eligible for membership, together with said committee's recommendation concerning the classification of each recommended application. Said committee, without prior application, may recommend to said Board the admission of

- qualified persons to membership in this Association as Honorary members, Life members, or Sustaining members.
- c. (\*) The membership committee shall also maintain a complete and current record of all the members of this association, listing them alphabetically, according to classes of members, and according to Counties, States, or Provinces and political subdivisions thereof.
  - d. (\*) Said committee shall also strive to increase the membership of this Association.
  - e. First mailing of dues notice by January 1 (work with Administrative Secretary).
  - f. (\*) Each member shall be assessed, as of the first day of each calendar year, such amount of annual dues for said calendar year.
  - g. Mail NDSPLS application to all non-member registered land surveyors in the State of North Dakota by January 15 (can get list of all registered land surveyors from Board of Registration).
  - h. Second dues notice by March 1 to those who didn't renew membership.
  - i. April 1 is deadline to pay dues and be included in Membership Directory.
  - j. Work with Administrative Secretary to get Membership Directory mailed by May 1.
  - k. Submit written report of all classes of membership to Administrative Secretary by January 15.

**11. Nominations:**

- a. Past President is committee chairman.
- b. (\*) At each annual meeting of the members, nominate one or more nominees for election to each office and each directorship for which an election will be held at said meeting.
- c. Vice President elected every year.
- d. Secretary elected every odd numbered year, being a two-year term.
- e. Treasurer elected every even numbered year, being a two-year term.
- f. ACSM delegate elected every even numbered year for a two-year term.
- g. Board of Registration nominees every five years.
- h. Ballot mailed to RLS class of membership only by January 15.
- i. Responsible for ballot box at annual meeting.
- j. Head of teller committee at annual meeting, announce winners at banquet.

**12. Policy & Procedures Manual:**

- a. The committee consists of the Great Plains Chapter.
- b. Review motions after each Annual Meeting from General Membership and Board of Director's meetings and determine if the motion dictates a policy or procedure within the organization. If so, add to the manual, then submit new manual at April Board of

- Director's meeting.
- c. File a year-end report.

**13. Public Information:**

- a. (\*) Promote publicity relative to this Association and its activities and programs. It shall edit and publish a publication that shall represent high standards of professional land surveying. This committee shall coordinate all programs not covered by the education committee. It shall assist the editor of the 49<sup>th</sup> Parallel by providing timely material for publication.
- b. Sell membership directory (set price B \$25 see motion dated February 16, 1989)
- c. Submit written report at general membership meeting.

**14. Recommended Guidelines for the Practice of Land Surveying in North Dakota.**

- a. (\*) Prepare and recommend to the Board of Directors a manual of recommended standards for the proper practice of the profession of land surveying and amendments thereof from time to time.
- b. Update annual NDSPLS standard of practice as needed.
- c. Request general membership input for the standard of practice manual.
- d. Request chapters to study and make recommendations of specific sections of manual.
- e. Update individual manuals via mail.
- f. Submit written report to Administrative Secretary by January 15.
- g. Present annual report at general membership meeting.

**C. ADMINISTRATIVE SECRETARY**

- 1. Administrative Secretary:
  - a. Establish, maintain, and revise as needed, the computerized NDSPLS mailing lists and database as follows:
    - i. Membership database
    - ii. NDSPLS Officer's list
    - iii. NDSPLS Past President's list
    - iv. NDSPLS Committee Chairman list
    - v. NDSPLS Surveyor of the Year Award list
    - vi. NDSPLS Membership table
    - vii. 49<sup>th</sup> Parallel mailing list
    - viii. Registered Land Surveyors
    - ix. Surveying and Surveying/Engineering firms and government agencies who are practicing land surveying in North Dakota
    - x. Standards of Practice manual holders
    - xi. Keep by-laws current as updated by NDSPLS
    - xii. Other lists as requested by the Board of Directors that may be negotiated outside these duties.
  - b. Provide setup of pamphlets and flyers and mailing services for

- NDSPLS functions.
- i. Board of Directors meetings (anticipate 4 meetings per year)
  - ii. Annual Membership meetings
  - iii. Fall Seminar
  - iv. Ballots - sent 30 days before the annual meeting
  - v. By-Law changes - sent 60 days before the annual meeting
  - vi. Various committee meetings
- c. Keep accessible storage of NDSPLS supplies, files, and mailing lists.
  - d. Provide coordination services and communications between officers, committees, and the membership.
  - e. Administer sale of books and other materials as needed.
  - f. Act as liaison in providing members and families public relations, i.e., flowers, cards, and memorials as appropriate.
  - g. Act as Assistant to the Membership Chairman of NDSPLS.
    - i. Prepare and distribute all invoicing of membership dues during November of each year and second notice in March. Cut off date is April 1, at which time the Directory is sent to printer.
    - ii. Report on membership status to the Board of Directors and annual membership meeting.
    - iii. Mail membership cards to those not attending the annual meeting.
    - iv. Year-end membership report for inclusion into the annual reports booklet.
  - h. Attend and administer the annual meeting and fall seminar.
    - i. Registration notice 40 days prior to the event
    - ii. Distribution of materials
    - iii. Registration area at motel
    - iv. Name badges
    - v. Sell marketplace items during the annual meeting
    - vi. Assist convention committee with needs of guests and speakers
  - i. Prepare/assemble the annual reports booklet for the annual meeting.
    - i. Table of Contents
    - ii. President's Message
    - iii. Convention Chair Message
    - iv. Officers= List
    - v. Committee Chairs= List
    - vi. Past President's List
    - vii. Previous general membership meeting minutes
    - viii. Board of Directors minutes of meetings throughout the year
    - ix. Treasurer's Report
    - x. Membership List
    - xi. Committee Reports
    - xii. Exhibitor's List
  - j. Provide secretarial services at all Board of Director's Meetings (4

- per year), and at the annual membership meeting, usually held in February.
- k. Continuing Education Database
    - i. Prepare and maintain a Continuing Education Database for every member of NDSPLS, update after each Fall Seminar and each Annual Meeting.
    - ii. Issue CEU certificates to those attending the Fall Seminar and Annual Meeting.
  - l. Maintain the ASociety@ mailbox and telephone answering service.
    - i. Route incoming mail to the respective officers or committee chairs
    - ii. Be available to answer and route incoming calls dealing with Society and its members.
  - m. Serve as Editor of the quarterly newsletter, the 49<sup>th</sup> Parallel.
    - i. Prepare, print, and mail the 49<sup>th</sup> Parallel to all classes of members in NDSPLS.
    - ii. Procure advertising for 49<sup>th</sup> Parallel.
    - iii. Material deadlines: January 15, April 15, July 15, and October 15
    - iv. Mailing deadlines: February 15, May 15, August 15, and November 15
    - v. Publish minutes of all Board Meetings in their entirety in the issue following each Board Meeting.
    - vi. Present annual report at general membership meeting.
  - n. News release of convention and newly elected officers to newspapers of their choice.
  - o. Act as liaison between the Board of Directors and State Board of Registration concerning new registered members and LSIT's, and keeping line of communication open.
  - p. Supply office space, computers, fax, printers, software, and answering machine for the performance of the duties outlined herein, except items purchased by the Society will remain the property of the Society.
  - q. Submit a fiscal year-end report of all activities and expenses associated with the performance of the Administrative Secretary duties to the Administrative Secretary Committee Chair.
  - r. Update NDSPLS website as needed.

## Calendar of Deadlines

<b>DATE</b>	<b>ITEM DUE</b>	<b>RESPONSIBLE PARTY</b>
January 1	<ul style="list-style-type: none"> <li>▶ Confirm hotel for next year's convention</li> <li>▶ Mail 2<sup>nd</sup> dues notice</li> </ul>	Membership Chairman and Administrative Secretary
January 1 or 30 days before annual meeting	Mail ballots to all RLS members	Nominations Chairman and Administrative Secretary
January 15	Material deadlines for February 49 <sup>th</sup> Parallel	Board of Directors; Committee Chairmen; NDSPLS Members
January 15	Annual Reports to Administrative Secretary for completion of Annual Convention Booklet	All Committee Chairmen
January 31	Provide proposed budget to Treasurer for completion of proposed budget to be approved at Annual Meeting	President & Committee Chairmen
February 1	Have information for 49 <sup>th</sup> Parallel to printer to be mailed by February 15	Administrative Secretary
February (each year)	Annual Meeting	Convention Committee
March 1	Deadline to pay dues to be included in Membership Directory	Membership Chairman and Administrative Secretary
April 1	Mail Membership Directory	Membership Chairman and Administrative Secretary
April 15	Material deadlines for May 49 <sup>th</sup> Parallel	Board of Directors; Committee Chairmen; NDSPLS Members
May 1	Have information for 49 <sup>th</sup> Parallel to printer to be mailed by May 15	Administrative Secretary
July 15	Material deadlines for August 49 <sup>th</sup> Parallel	Board of Directors; Committee Chairmen; NDSPLS Members
August 1	Have information for 49 <sup>th</sup> Parallel to printer to be mailed by August 15	Administrative Secretary
September 15	Fall Seminar information to Administrative Secretary for completion of brochure	Education Chairman
October 1	Mail Fall Seminar Brochure	Education Chairman and Administrative Secretary
October 15	Material deadlines for November 49 <sup>th</sup> Parallel	Board of Directors; Committee Chairmen; NDSPLS Members
November 1	Have information for 49 <sup>th</sup> Parallel to printer to be mailed by November 15	Administrative Secretary
November 15	Prepare Convention information for brochure and design cover page and forward to Administrative Secretary	Convention Committee
November 15	Mail 1 <sup>st</sup> Dues Notice for upcoming year	Membership Chairman and Administrative Secretary
December (each year)	NDSPLS Fall Seminar	Education Chairman
December 1	<ul style="list-style-type: none"> <li>▶ Mail Annual Meeting brochure</li> <li>▶ Mail Annual Meeting information to exhibitors</li> <li>▶ Mail special invites (RLSs, LSITs, neighboring societies, etc.)</li> </ul>	Convention Committee
December 1	Nominations for Survey Excellence Award to Awards Committee	Any NDSPLS Chapter or two (2) NDSPLS members at large
December 1	Nominations for Student Project Award to Awards Committee	Any student enrolled in a surveying related program and who is a member of NDSPLS

PART II: MOTIONS, RESOLUTIONS,  
AND POLICY STATEMENTS

Following are motions, resolutions, or policies that were made at either Board of Director's Meetings (B) or General Membership Meetings (G).

**MEETING**  
(B or G)

**Purposes for which the Corporation is organized are:**

1. To unite all the registered land surveyors in the State of North Dakota.
2. To elevate the standards of the surveying profession in the State of North Dakota.
3. To establish basic minimum requirements for surveys.
4. To assist in promoting programs to improve professional status of the land surveyor.
5. To work in cooperation with local, county, and state governments in the land surveyor's profession.
6. To establish and uphold a rigid code of ethics.

And generally, to have and exercise any and all powers that non-profit corporations have and may have, and may exercise under the laws of the State of North Dakota, as the same may be amended from time to time.

+Certificate of Incorporation, May 9, 1979

Ken Link made a motion to have **seminars** move around the state. B  
Seconded by Rodney Westrum. Motion carried.

April 15, 1981

DeLane Meier moved that in the future the **financial report** be in B  
writing. Seconded by Ken Link. President Vendor suggested annual  
**budget** also be included. Motion carried.

September 21, 1981

Harold Lusk presented a motion that a committee be formed to G  
investigate **mandatory continuing education**. Seconded by Jerry  
Jestness. Motion carried. Ken Link appointed chair. Tom Schmidt and  
Allen Whetham will serve with Ken.

February 26, 1982

Ken Link moved that our Society not favor consolidation into B  
**COMPASS**. Motion carried.

June 3, 1982

Larry Smith moved that future **seminars** not be canceled or altered B  
once they are set up. Seconded by DeLane Meier. Motion carried.

January 5, 1983

Rolly Ackerman moved that any **complaints** which are received and that are to be filed with the Board of Registrations be first reviewed by the **Ethics Committee** then approved for filing by the Board of this society. Seconded by Lee Sprague. Motion carried. B

February 16, 1983

RESOLUTION and motion presented by Gary Bean:

Whereas it is the inherent right and responsibility of the Board of Directors, as a body, to publicly represent the principals and goals of this society according to the mandate of the membership, and

Whereas it is not in the best interest of this society to permit any member or officer, or group of members and/or officers to act **independently as representatives** of this society, in any capacity which is not specifically approved by the Board of Directors:

Therefore be it RESOLVED, that no member or officer or group of members and/or officers shall take it upon themselves to involve this society, verbally or in writing (including use of the official society letterhead), in any action of the State Board of Registration or any legal litigation without the official approval of the Board of Directors;

and be it RESOLVED further, that the Ethics Committee shall investigate all reported violations of this Resolution, and report in writing the findings of such investigation to the Board of Directors, and the Board of Directors shall, in consideration of the recommendation of the Ethics Committee, determine the appropriate course of action, such action may include singly, or an appropriate combination of dismissal of charges, censure, removal from office, or expulsion. Seconded by Calvin Heinly. Motion carried and Resolution accepted.

February 18, 1983

NDSPLS Awards to be considered each year: Survey **Excellence Award**, **Map Design Award**, and **Student Project Award**. (See duties as outlined in the Awards Committee section of this manual.) G

Proposed February 14, 1985

Adopted March 15, 1986

Motion by Rod Westrum in regards to the **Manual of Practice**, send out pre-order forms for the manual to cost \$25.00 in advance, with the cost to be \$35.00 at time of publication. Non-members cost to be \$50.00. Seconded by Russ Kastle. Motion carried. G

February 16, 1985

Carl Vender moved the Society pay the State President normal **mileage and motel expenses** to attend State Board of Registration meetings and adjoining state and provincial conventions. A member delegated by the President to attend said meetings in his absence would also qualify for compensation. Seconded by Harold Lusk. Motion carried.

February 5, 1986

Russ Kastle moved the prepared **Manual of Practice** be adopted as printed as the official surveying manual for the North Dakota Society of Professional Land Surveyors. Seconded by Ken Link. Motion carried.

February 7, 1986

Russ Kastle moved **to purchase a VHS tape** of the survey movie (A Matter of Degrees). Seconded by Carl Vender. Motion carried.

November 20, 1986

Carl Vender moved to include the **By-laws and Ethics in the Directory**. Seconded by Dave Matthews. Motion carried.

February 19, 1987

Ken Link moved, seconded by Kastle, and carried with one decanting vote the following resolution: BE IT RESOLVED THAT the Board of Directors of NDSPLS supports the concept of **mandatory continuing education**.

August 27, 1987

Resolution by Doug Herzog, seconded by Ken Link, and carried:

WHEREAS, it has become necessary to NDSPLS to clarify its philosophy in regards to the place its members hold in society, and

WHEREAS, the words **Professional Land Surveyor** properly depicts what NDSPLS members do, and

WHEREAS, the words **Professional Surveyor** is used and describe other persons such as pollster's, etc., therefore;

BE IT RESOLVED, that NDSPLS Board of Directors encourage the continued use of the words **Professional Land Surveyor** when describing its members.

August 28, 1987

Harold Lusk moved to adopt the 4<sup>th</sup> edition of the **Standards of Practice Manual**. Seconded by Rod Westrum. Motion carried.

March 5, 1988

Greg Johnson moved to adopt the policy statement on property **line location by acquiescence** contingent upon correction of typos. Seconded by Jim Fletchall. Motion carried. Viz:

POLICY STATEMENT ON PROPERTY LINE

LOCATION BY ACQUIESCENCE  
Adopted by the  
NORTH DAKOTA SOCIETY OF PROFESSIONAL LAND SURVEYORS  
February 20, 1988

WHEREAS the historical importance of landmarks to define property lines in ancient times was recorded in Deut. 19:14 & Deut. 27:17 (about 1200 B.C.)

WHEREAS an Act for prevention of frauds and perjuries, namely the Statute of Frauds passed by the English Parliament, which act became effective on the 24<sup>th</sup> day of June 1677, which act is also the foundation act for much of the land ownership transfer law utilized in the free world, and which act dealt with land ownership, property lines, and their permanence, and stated that land transfers *not put in Writing and signed by the parties so making or creating the same or their Agents thereunto lawfully authorized by Writing, shall have the force and effect of Leases or Estates of Will only and shall not either in Law or Equity be deemed or taken to have any other or greater force or effect*;

WHEREAS the intent of the Land Ordinance enacted by the Continental Congress on May 20, 1785 was to create unique transferable tracts of land with definite boundaries that were to be defined by the monuments placed in the ground by the original surveyors with positional support from the surveyors field notes and maps, all when done in accordance with approved instructions and as outlined in Title 43 USC;

WHEREAS congressional legislation has been enacted stating the boundaries and subdivisions of the public lands as surveyed under approved instructions by the duly appointed surveyors, the physical evidence of which survey consists of monuments established upon the ground, and the record evidence of which consists of field notes and plats duly approved by the authorities constituted by law, are unchangeable after the passing of the title by the United States, also as outlined in Title 43 USC;

WHEREAS the State Legislature has enacted legislation adopting the Federal Rules and Procedures for surveys that are outlined in the current MANUAL OF INSTRUCTIONS FOR THE SURVEY OF THE PUBLIC LANDS OF THE UNITED STATES 1973 published by the U.S. Department of the Interior-Bureau of Land Management (NDCC 11-20-07);

WHEREAS the State Legislature has enacted legislation stating that an estate in real property *can be transferred only by operation of law or by an instrument in writing, subscribed by the party disposing of the same.* (NDCC 47-10-01)

WHEREAS land ownership title opinions rendered by legal councils and mortgages granted by lenders, etc. are usually based on the written records showing land ownership, transfers and improvements;

WHEREAS the term ACQUIESCENCE implies acceptance without open opposition;

WHEREAS personalities among free people often vary in that individual responding actions or reactions by land owners in property line disputes are often clothed in voluntary restraints resulting in true injustices;

WHEREAS the legal profession and the courts have often utilized the principal of acquiescence, rather than monument and measurement records, to quiet disputed lines to a unique position;

NOW THEREFORE in matters of title and property line disputes, NDSPLS hereby encourages the legal profession and the courts and others concerned with quieting of

disputed title lines to disregard acquiescence as a means to quite such lines, and encourages the utilization of the principals established by Federal and State Statute Law herein above noted as guides in their restoration.

AND in matters where gross errors or hiatus's exist, and where fraud is not a consideration, and where it is impractical to leave the title line in its true position, NDSPLS recommends that the hiatus be surveyed and a legal description prepared so that the title thereof can be transferred, after proper consideration, from the record owner to the possessor and said title transfer filed for record so that the takes and valuations of the property affected can be adjusted accordingly.

February 20, 1988

Curt Glasoe moved ~~A~~that we charge \$25.00 for a **mailing list or directory** with sustaining members to receive one free copy annually. @ **B**  
Seconded by Doug Herzog. Motion carried.

February 16, 1989

Suggestion by Jim Borgen that in the future the business meetings and sessions be held in a **smoke free** environment. There was general consensus among the membership to support the idea. **G**

February 18, 1989

Motion by Rod Westrum to approve **Resolution To Establish Guidelines To Coordinate The Legislative Efforts For The North Dakota Society of Professional Land Surveyors**. Seconded by Jim Fletchall. Resolution carried. Viz: **G**

ODD NUMBER YEAR

1. Establish priorities two years prior to the Legislative Session.
2. Limit legislation to not more than three items.
3. Hold meetings in early spring, open to membership to prepare draft copies for legislative committee.
4. Submit to chapters and publish in the 49<sup>th</sup> Parallel for comments.
5. Submit copies to the Legislative Coalition for comments.
6. Prepare final draft based on comments prior to annual meeting.
7. Submit final draft to chapters for review.

EVEN NUMBER YEAR

1. Membership to approve final draft at annual meeting.
2. Legislative committee to target and lobby special interest groups for support.
3. Submit final draft to legislative coalition.
4. Legislative Committee to acquire sponsors and have bills drafted by Legislative Council.
5. Advise NDSPLS Board of Directors of Amendments made by

- Legislative Council.
6. Lobby Representatives and Senators for passage of items as approved by general membership, attend Legislative Committee hearings.
  7. Publish results of Legislative actions in 49<sup>th</sup> Parallel.

February 18, 1989

Agreement among members that the **mileage rate** to be paid to the president or his delegate for attending other State Conventions is to be the same as that allowed by the IRS, being 26 centers per mile for 1990, and that the rate from now on be the same from year to year as that allowed by the IRS. B

March 8, 1990

Motion by Alan Erickson that the future **ballots** of NDSPLS be embossed with the Society Seal and that no requirement be made that the ballot have the signature and registration number, and furthermore that the by-laws shall be changed to reflect this form of vote. Seconded by Dave Matthews. Motion carried. G

March 10, 1990

Motion by Curt Glasoe to change the **material deadline dates of the 49<sup>th</sup> Parallel** to December 1, April 1, July 1, and September 1, and the mailing dates of the 49<sup>th</sup> Parallel be January 15, May 15, August 15, and October 15. Seconded by Mike Fandrich. B

March 10, 1990

Motion by Greg Johnson that our president or an official officer designated by our president **attend every State Board of Registration meeting representing** our Society as a liaison to transfer information and to receive information that involves land surveying in North Dakota. Seconded by Brian Rittenhouse. Motion carried. G

February 16, 1991

Alan Erickson requested that **motions passed unanimously** be so noted in the minutes. G

February 1, 1992

Moved by Ken Link that the by-laws committee prepare a proposed by-laws change that would allow NDSPLS to revise its **fiscal year** from July 1 to June 31 and that no fractional membership dues be permitted. Seconded by Russ Kastle. Motion carried. B

September 26, 1992

Motion by Rod Westrum that the **booklet format** be used in all upcoming annual meetings to be available at time of registration. Seconded by Don Loomer. Motion carried. G

February 4, 1993

Roger Grimsley asked to have the fact that the North Dakota State Board of Registration voted to **adopt the NDSPLS Manual of Practice for Land Surveying in North Dakota** as of the January 1992 edition, as a guideline, entered into the Society's minutes. G

February 6, 1993

Ken Link made a motion to sign the **letter of affiliation to NSPS**. Seconded by Rick Leach. Motion carried. B

September 25, 1993

Gary Bean made a motion that the money, which was to be used from the **auctions** to start a foundation, be made a responsibility of the Board of Directors of the Society to use that money for **scholarship purposes** at the North Dakota State College of Science, for student and surveying curriculum and that the Board of Directors has the responsibility to decide on the amount to be paid on an annual basis. Seconded by Doug Herzog. Motion carried. G

February 10, 1994

Larry Smith made a motion that the **chain be worn by the president** while conducting the annual meeting and at the banquet. Seconded by Greg Johnson. Motion carried. G

February 10, 1994

Curt Glasoe made a motion that the Society have **membership cards** made up with the logo on it and that the card be the size of a business card. Seconded by DeLane Meier. Motion carried. G

February 10, 1994

Alan Erickson made a motion to use a **replacement ballot** in place of ballots which were left home, with the understanding that those persons have to sign a sheet stating that they left their ballot home and that they had not cast a ballot for that election previously and the replacement ballot is to be initialed by the Secretary. Seconded by Mike Zimny. Motion carried. B

February 10, 1994

Greg Johnson made a motion that the current **BLM instructions manual be issued to all new LSIT's** and that this manual be given to them at our annual convention during the banquet ceremony and that a supply of these manuals be kept on hand from a designated committee set by the Board for such use. Seconded by Carl Vender. Motion carried 16 for, 7 against. Rolly Ackerman made an amended motion that NDSPLS present to all new **RLS registrants one year free membership** in the Society. Seconded by Curt Glasoe. Motion carried.

February 11, 1995

Motion by Curt Glasoe and seconded by Leo Horgan that the **Proposed Travel Reimbursement Policy** presented by the Special Committee chaired by Carl Vender be implemented immediately. Viz:

ACSM-NSPS DELEGATE: Since the Board adopts a budget, the delegate is allowed to use the approved budgeted amount as deemed necessary. If the delegate is unable to attend, a designated representative may attend the national meetings.

SISTER SOCIETY MEETINGS: Actual expenses will be paid for the President, or designated representative, to attend adjacent sister society meetings.

CHAPTER ACTIVITIES: Actual expenses would be paid for the President to attend each chapter meeting one time per year.

LEGISLATIVE MEETINGS (or similar hearings): Actual expenses would be paid for the chairperson to attend necessary meetings or hearings.

REGISTRATION BOARD: Actual expenses would be paid for the President to attend meetings of the State Board of Registration. If the President is unable to attend the meeting, a local representative should be found.

NDSPLS BOARD OR COMMITTEE MEETINGS: No expenses would be paid for attendance at NDSPLS board, committee, or other society meetings unless specifically approved.

Covered expenses could include lodging, travel, and meals for the Society representative. The expenses of an accompanying guest generally would not be covered by our Society. Compensation for the use of a personal vehicle on society business would be 25 cents per mile.

November 16, 1995

Curt Glasoe made a motion to change the name of the Outstanding Leadership Award to **Presidents Award**. Motion carried.

November 21, 1996

President Zimny should request a report from the convention chairman of the 18<sup>th</sup> Annual NDSPLS Convention asking for the name of all the presenters and the presenter's qualifications. And also remind the **future conventions** that the **presenters should have handouts** or an outline for their presentations. Moved by Leo Horgan. Seconded by Al Whetham. Motion carried. G

February 15, 1997

A non-binding resolution instructing the Board of Directors to plan for our participation in a **multi-state meeting in the year 2000 at Big Sky**. Moved by Gary Bean. Seconded by Alan Erickson. Motion carried. G

February 15, 1997

Motion by Ken Link: The Missouri River Chapter moves that the NDSPLS take part in the **Big Sky 2000** and the ND State **Convention rotation be kept in order** and moved by one year (meaning the City of Dickinson would have the convention in 2001). Seconded by Mark Aughtman. Motion carried. B

April 26, 1997

Motion by Patrick Weber: The Board of Directors of NDSPLS directs the President to write a letter with Rolly Ackerman's input stating NDSPLS is not in favor of any **unfair reciprocity practice between the U.S. and Canada**. Seconded by Ken Link. Motion carried. B

April 26, 1997

Mark Aughtman moved to have the **minutes from all Board Meetings published** in their entirety in the 49<sup>th</sup> Parallel. Seconded by Steve Ackerman. Motion carried. B

December 4, 1997

Steve Ackerman moved that the Board of Directors authorize the position of **Administrative Secretary** for a fee not to exceed \$10,000 per annum. Seconded by Gary Ness. Motion Carried. B

February 19, 1998

Ken Link moved to accept the Board of Director's recommendation for an **Administrative Secretary** for NDSPLS. Seconded by Allen Whetham. Motion carried. G

February 19, 1998

Steve Ackerman moved to contract for one year with Bev Schwab of Steele, ND for **Administrative Secretary** services as outlined in the job description as approved by the general membership, for an amount not to exceed the fee of \$10,000 per annum. Seconded by Rolly Ackerman. Discussion. Steve Ackerman is the contact person and bills will be approved by him. Motion carried.

April 18, 1998

Curt Glasoe moved that NDSPLS contract a CPA firm to acquire **non-profit status for NDSPLS** for an estimated fee of \$750. Seconded by Rolly Ackerman. Motion carried.

April 18, 1998

Curt Glasoe moved that the **Administrative Secretary keep track of CEU's** obtained by our members at NDSPLS seminars and annual meetings and include this task in the job description. Seconded by Mark Aughtman. Motion carried.

April 18, 1998

DeLane Meier made motion to extend the **administrative secretary contract** for two months to get it in line to match our fiscal year. The motion was seconded by Jack Lindvig. The motion was carried.

February 11, 1999

Steve Ackerman indicated that in speaking with NDSCS it was felt that the **student fees for attending the Annual Convention** are too high. He would like to move that NDSPLS limit the fee assessed to students attending NDSCS to \$20 for attending the annual meeting, provided that student is a member of NDSPLS. Gary Ness seconded. Motion carried.

February 11, 1999

Rolly Ackerman made motion to change the policy and procedure on **dues** deposits, that the dues be collected by the Administrative Secretary, recorded and forwarded to the Treasurer for final deposit. Bob Zahn seconded. Motion carried unanimously.

April 21, 2000

Russ Kastelle moved that **Society banner** as well as North Dakota, US, and Canadian **flags** should be displayed at all Society functions. Alan Whetham seconded. During discussion Russ Kastelle noted he would donate a desk spray of state flags.

February 17, 2001

Ken Link moved that we schedule **convention 2<sup>nd</sup>** week in February each year. Seconded by LeRoy Kautz. Motion carried unanimously. (The convention rotation order is Jamestown, Bismarck, Grand Forks, Williston, Fargo, Minot, and Dickinson.)

February 17, 2001

G

Curt Glasoe moved to have Legislative & Bylaws Committee review **corner recordation fee**. Mark Aughtman seconded. Motion carried unanimously.

November 28, 2001

B

Mark Aughtman moved to add a **separate number for a fax machine**. Ken Link seconded. Motion carried.

February 12, 2002

B

Curt Glasoe moved that all **dues** paid in any month of the year will only be applied to that year's dues. The membership, no matter when paid during the year, is only good to the end of the calendar year. Seconded by Kent Orvik, Motion carried.

February 12, 2002

B

Kent Orvik moved that the **convention** be moved to the first full week in February from 2004 on unless committee cannot make arrangements. Seconded by Mike Sansom. Motion carried.

February 12, 2002

B

Three individuals, Ray LeClerc, Clarence Just, & Richard Foster have submitted dues as **Life Members**. Criteria for a life member is 60 years of age and have retired from active practice as land surveyor and who have paid membership for the nine years preceding and also in the year which they attained such age or so retired. In reviewing records, all three meet these criteria. Curt Glasoe moves to accept for life membership. Richard Thom seconds. Motion carries.

February 13, 2002

G

It was brought before the membership to put date NDSPLS was established on its **banner**. Banner was made by Russ Kastle. Jerome Borgen moves to add "Established 1979" in middle of state. Ken Link seconds. Steve Ackerman will take back to Russ and report as to what will take place. Alan Erickson amends motion to say "Chartered 1979." Jerome Borgen seconds. Curt Glasoe moves to amend motion to say "Chartered" or "Established" based on research of Russ Kastle. Pat Krug seconds. Motion carries.

February 13, 2002

G

Larry Smith moves that NDSPLS support the Board of Registration in their legislative efforts to establish enabling legislation for **continuing education** for land surveyors. Kent Orvik seconds. Motion carries unanimously. B

September 20, 2002

Motion made by Larry Smith to approve petition by Matt Weeks to establish a **chapter** in the Minot area. Seconded by Steve Volesky. Motion carried. B

February 5, 2003

Steve Ackerman moved to have **advertising rates** doubled in the 49<sup>th</sup> Parallel as recommended by the Administrative Secretary. Holly Beck seconded. Motion carried unanimously. B

February 5, 2003

Steve Ackerman moves that the Board give its blessings to the concept of giving an EAP Award in the name of **Gary Bean** with the details to be left to the EAP Committee. Bob Procive seconds. Motion carried unanimously. B

February 5, 2003

Gary Ness moves that the Policy and Procedures Committee be changed in the **Bylaws** to become a Standing Committee rather than a Special Committee. Rick Leach seconds. Motion carried unanimously. B

February 5, 2003

Holly Beck moves that upon the death of a NDSPLS member be given a **memorial**. Gary Ness seconds. Holly Beck amends motion to provide a memorial only in the event of the death of member and limit the memorial to \$50. Steve Volesky seconds amended motion. Motion carried unanimously. B

February 5, 2003

Gary Ness moves to remove the \$10,000 yearly salary cap for the **Administrative Secretary** services as originally agreed upon by the Board of Directors on April 18, 1996. Kent Orvik seconds. Motion carried unanimously. B

February 5, 2003

Curt Glasoe moves to include **Administrative Secretary** on bonding list for insurance. Steve Ackerman seconds. Motion carried. B

February 18, 2004

Glase moves to give the EAP chairman the discretion to award **scholarships** to other schools that have a surveying curriculum. Gregg Orvik seconded. Curt Motion carried. B

February 18, 2004

Curt Glasoe made a motion that the term "**Professional**" be used in all discussion of the NDSPLS and reaffirms the August 28, 1987, resolution of "Professional Land Surveyor". Motion was seconded by Steven Swanson. Motion passed. G

February 18, 2004

Curt Glasoe moves to approve upgrading the **internet** service for the Administrative Secretary from \$21.15 per month to \$39.95 and to lease a modem for \$4.95 per month. Jim Alber seconds. Motion carried. B

December 8, 2004

Curt Glasoe moves that the President formulate a **Geocache Committee** by the next scheduled Board Meeting and direct the NSPS Governor to take this idea forward to NSPS. Seconded by Russ Kastle. Motion carried. B

February 16, 2005

On behalf of the Great Plains Chapter we move that the following rules be implemented with respect to the giving of **memorials** by the North Dakota Society of Professional Surveyors: G

- (1) Upon receiving notification of the death of an NDSPLS member, member's spouse, son, daughter, grandson, or granddaughter, the Administrative Secretary would be authorized to:
  - a. At the discretion of the Society President, expend up to \$100 total of Society funds to purchase flowers for the funeral and/or donate to a memorial fund for an NDPLS member.
  - b. At the discretion of the Society President, expend up to \$50 of Society funds to purchase flowers for the funeral, and/or donate to a memorial fund for an NDSPLS member's spouse, son, daughter, grandson, or granddaughter.
- (2) The Society President, with the agreement of at least two of the other Society Officers, could at their discretion direct the Administrative Secretary to expend up to \$50 to purchase flowers for the funeral, and/or donate to a memorial fund for a non-member that they determine had been a "friend" or supporter of the Society or the Land Surveying Profession in North Dakota. Curt Glasoe seconds. Motion carried.

February 18, 2005

Rick Leach moves that there should be a meeting between the President, Steve Swanson, Bev Schwab and whoever else may be interested in defining the contents of the proposed **web site** be held to come up with the scope of the site and specifics of what we want it to do and contain and once a consensus is agreed upon, quotes are solicited from vendors to host, design, and maintain the site. Gregg Orvik seconds. Motion carried.

April 30, 2005

Bev Schwab, Kent Orvik, and Kevin Nelson met with two vendors on December 22 for demonstrations relating to what they could do for us and how the site would function. After these demonstrations a recommendation was submitted to the Board via email for their vote and final approval. After their review and vote, It was determined that Internet Wonders would be the vendor we would be working with. It is hoped that the new site will be up and running early in the Spring of 2006. In the meantime, our old site is still available for viewing at [www.ndsplis.org](http://www.ndsplis.org). We will maintain the same site address.

February 15, 2006

Curt Glasoe moves to have Bev Schwab purchase **digital camera**. Carl Vender seconds. Motion carries.

February 15, 2006

Change in duties that the proposed **bylaw** changes are sent 30 days instead of 60 days before the annual meeting.

May 5, 2006

**Chapter Boundaries** – Wells, Eddy, Foster, McKenzie, Williams, and Divide Counties are not designated under specific chapters. Suggestions included Eddy – Flatlanders; Foster – Great Plains; Wells – Northern Lights. Maybe Kidder County should move to Missouri River from Great Plains as it is so close to Bismarck? McKenzie, Williams, Divide should go under Missouri Breaks – contact Troy Jensen.

Kent Orvik moves to include the indicated counties in the specified chapters as follows:

- Kidder – Missouri River Chapter
- Logan and McIntosh – Missouri River Chapter
- Foster – Great Plains Chapter
- Eddy – Flatlanders Chapter
- Wells – Northern Lights Chapter

May 5, 2006

Curt Glasoe moves that we approve the National **NAFTA** agreement. Kent Orvik seconds. B

September 8, 2006

Jim Alber indicated that he would contact ACSM and he will serve as the **CST coordinator** for North Dakota. B

December 7, 2006

In the future the **students** will have to come up with the difference. We will pay \$1,800 this year, but we will have to discuss next year. We will have to take it year-by-year, but we cannot place a dollar amount on it. B

February 2, 2007

Greg Obrigewitch moved to purchase a new **computer** for the Administrative Secretary and have the old laptop go to the Treasurer for record keeping purposes. B

February 2, 2007

Greg Obrigewitch moved to reimburse for travel of **students**, enrolled in a surveying currently in the state of North Dakota, to Convention to the amount of \$1,500 or actual expenses whichever is less. Funds to come out of EAP fund. Bob Procive seconded. Motion carried. Scholarship winners recognized will be invited to attend banquet at no charge and will also be recognized at the banquet. B

December 5, 2007

Bob Procive moved to charge an additional fee for any online payment to NDSPLS. The percentage of the charged fee will be rounded to the next highest dollar for credit card/PayPal payments. Dan Fischer seconded. Motion carried. B

December 5, 2007

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