



# **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 served in the various capacities listed within. It is the hope of the committee that those who do have a better 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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## TABLE OF CONTENTS

PART I: DUTIES .....	6
I. BOARD OF DIRECTORS .....	6
A. President:.....	6
B. President-Elect: .....	7
C. Vice President: .....	7
D. Past President:.....	7
E. Chapter Presidents: .....	7
F. Secretary: .....	7
G. Treasurer: .....	8
H. NDSPLS NSPS Governor:.....	8
II. COMMITTEES.....	8
A. Administrative Secretary .....	8
B. Awards .....	8
C. Convention Committee: .....	11
D. Education: .....	11
E. Education Assistance: .....	11
F. Ethics: .....	14
G. GIS .....	14
H. Legislation and By-Laws: .....	15
I. Membership .....	15
J. Nominations:.....	16
K. Policy & Procedures Manual: .....	16
L. Public Information: .....	17
M. Manual (Recommended Guidelines for the Practice of Land Surveying in North Dakota.) .....	17
III. ADMINISTRATIVE SECRETARY .....	17
A. Duties:.....	17
B. Calendar of Deadlines.....	20
PART II: RESOLUTIONS, MOTIONS .....	21
AND POLICY STATEMENTS .....	21
I. RESOLUTIONS .....	21
A. Corporation Organization .....	21
B. RESOLUTION and motion presented by Gary Bean:.....	22

C.	Resolution “Professional Land Surveyor” .....	22
D.	Resolution “Property Line by Acquiescence” .....	22
E.	Resolution “Guidelines to Coordinate Legislative Efforts .....	24
F.	Resolution “Relocation of Historical Monument” .....	25
<i>II. MOTIONS</i> .....		26
A.	<i>49<sup>th</sup> Parallel</i> .....	26
B.	<i>Administrative Secretary</i> .....	26
C.	<i>Awards</i> .....	28
D.	<i>Ballots</i> .....	29
E.	<i>Board/Annual Membership Meetings</i> .....	29
F.	<i>Annual Meeting/Convention</i> .....	30
G.	<i>Budget</i> .....	31
H.	<i>Bylaws/Committees</i> .....	32
I.	<i>Continuing Education</i> .....	33
J.	<i>Credit Cards</i> .....	33
K.	<i>EAP Auction/Scholarships</i> .....	34
L.	<i>Education Requirements</i> .....	37
M.	<i>Education Seminars</i> .....	38
N.	<i>Education Support</i> .....	38
O.	<i>Ethics</i> .....	38
P.	<i>Foundation (501-C3)</i> .....	38
Q.	<i>Historical</i> .....	39
R.	<i>Legislation</i> .....	40
S.	<i>Manual of Practice (Standards Manual)</i> .....	42
T.	<i>Membership/Directory</i> .....	43
U.	<i>Memorials and Final Resting Place</i> .....	45
V.	<i>Miscellaneous</i> .....	46
W.	<i>NDSCS Foundation / Endowment</i> .....	47
X.	<i>NSPS/ASCM</i> .....	47
Y.	<i>Public Information</i> .....	48
Z.	<i>Monument Recordation</i> .....	50
AA.	<i>Travel</i> .....	50
BB.	<i>Trigstar</i> .....	52
CC.	<i>Website</i> .....	52

III. Policy Statements..... 52

## PART I: DUTIES

### I. BOARD OF DIRECTORS

#### A. President:

1. (\*) Preside over all meetings of the members, the Board of Directors, and the Executive Committee.
2. (\*) Have all authority ordinarily held by the president of a corporation.
3. (\*) Appoint the members of all standing and special committees from any class of membership he/she desires.
4. (\*) Serve ex-officio as a member of all committees.
5. Present Past President with the President's Award.
6. Official representative of the Society.
7. Coordinate all chapter efforts.
8. Try to attend each chapter meeting once each year.
9. Recommend policy direction of the Society to the Board.
10. Invite guests to annual meeting.
11. Host President's Breakfast with guests.
12. Inform Administrative Secretary when to send out notice of meetings.
13. Quarterly message in the 49<sup>th</sup> Parallel.
14. Attend Board of Registration meetings or delegate someone to do so.
15. Submit written annual report to Administrative Secretary by January 15.
16. Determine following year's proposed budget and get to treasurer by January 15.
17. Represent and attend neighboring society and Province annual meetings.
18. (\*) 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.

**B. President-Elect:**

1. (\*) 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.
2. Succeed to the office of President.
3. Attend President's Breakfast.
4. Co-chair legislation and by-laws committee.
5. Chair the Education Committee.

**C. Vice President:**

1. (\*) 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.
2. Succeed to the office President-Elect.
3. Chairman of Membership Committee.
4. See duties required under Membership Committee.

**D. Past President:**

1. Assist President to insure continuity.
2. Act as Nominations committee chairman.
  - 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.

**E. Chapter Presidents:**

1. Chair at chapter meetings.
2. Represent chapter at board meetings.
3. Assist committee chairman within chapter.
4. Attend Board of Registration meetings in your area as an official representative of the society.
5. Submit written annual report to Administrative Secretary by January 15.
6. (\*) 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.

**F. Secretary:**

1. (\*) 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.
2. (\*) Have custody of the society's minute book and of its corporate seal.
3. (\*) 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.
4. (\*) Give, or cause to be given, all notices as required by law or these by-laws.
5. (\*) Perform such additional duties as may be required of him/her by the Board of Directors.

6. (\*) Dues notices shall be mailed to each member by November 15 (work with Administrative Secretary).
7. Submit copy of the minutes of all Board Meetings, and the general membership meetings to Administrative Secretary by January 15.
8. Send copies of minutes of all Board Meetings to the Editor of the 49<sup>th</sup> Parallel.

**G. Treasurer:**

1. (\*) Have custody of and account for all funds and property of the society.
2. (\*) Keep complete books and records of all financial transactions of the society.
3. (\*) Perform such additional duties as may be required of him/her by the Board of Directors.
4. Work with Administrative Secretary on dues notices and reminder notice.
5. Submit written reports to Administrative Secretary by January 15.
6. Present annual report at general membership meeting.
7. Remind all committees, etc. to turn in proposed budget for the upcoming fiscal year by January 31.
8. Have books audited at end of second year of term.
9. Prepare proposed budget for upcoming fiscal year and submit to Board of Directors and general membership for approval.
10. Ensure that the 990 Form needs to be completed by November 15<sup>th</sup>
11. Ensure a yearly donation to Math Counts of \$500.

**H. NDSPLS NSPS Governor:**

**II. COMMITTEES**

**A. Administrative Secretary**

1. Screen applicants on an as needed basis to fill the position.
2. Maintain a 2-year contract with the administrative secretary approved by the Board of Directors at every other April meeting.
3. Determine duties and wages of the administrative secretary.
4. Approve billings of the administrative secretary and send on to Treasurer for payment.
5. File year-end report by January 15 to the administrative secretary.

**B. Awards**

1. Keep list of Society's annual awards.
2. Determine criteria for awards.
3. Determine if applicant qualifies for any awards.
4. Present awards at annual meeting.
5. Submit written annual report to Administrative Secretary by January 15.
6. Present annual report at general membership meeting
7. The awards committee was established as a special committee. Awards will be given in the following categories:
  - Survey Excellence Award



- Map Design Competition
  - Student Project Award
8. The Committee will be responsible for:
- Publicizing the awards.
  - Acquiring persons for judging candidates.
  - Compiling judging results and selecting recipients.
  - Notifying recipient of results.
  - Obtaining plaques.

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**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.

- a. 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:

- a. Service to the profession
- b. Service outside the profession
- c. Types of survey activities
- d. Publications
- e. Legislative effort
- f. Recognition as a professional leader

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

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

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

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*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.
6. Send entries to NDSPLS Awards Committee

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### **C. Convention Committee:**

1. Schedule location three years in advance.
2. Schedule dates six years in advance to be the first full week in February.
3. Book motel two years in advance.
4. Progress report at each Board of Director's Meeting.
5. Line up speakers for annual meeting, arrange their lodging, and pick up at airport if needed.
6. Determine menu items and negotiate room rates with motel.
7. Prepare gift baskets for guest's room at motel.
8. Remind members to bring auction items.
9. Prepare brochure and get to Administrative Secretary before November 15.
10. Design cover page for reports booklet and get to Administrative Secretary before November 15.
11. Introduce speakers at annual meeting and present gift when finished.
12. Emcee the banquet at the annual meeting.
13. Secure an auctioneer for the auction at the general membership meeting.
14. Assist Administrative Secretary with registration desk at annual meeting.
15. Submit report to Administrative Secretary by January 15 of the following year.
16. Submit itinerary to State Board of Registration for CEU determination.

### **D. Education:**

1. (\*) 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.
2. Organize and prepare annual fall seminar.
3. Assist Administrative Secretary with preparation of brochure.
4. Report to Vice President.
5. Schedule dates six years in advance.
6. Submit written annual report by January 15 to Administrative Secretary.
7. Present annual report at general membership meeting.
8. Submit itinerary to the State Board of Registration for CEU determination.

### **E. Education Assistance:**

1. Education Assistance fund is supported by auction items brought to the general membership meeting.
2. Display table for auction items.
3. Assist auctioneer.
4. Auction funds kept in separate NDSPLS account; treasurer is responsible.
5. Work with North Dakota State College of Science (NDSCS) and Bismarck State College (BSC) in getting applications out to students.
6. Draft and use a standard application form for administrating of the scholarship.
7. Review applications and award scholarships.
8. Submit written annual report by January 15 to Administrative Secretary.

- 9. Attend North Dakota State College of Science (NDSCS) Scholarship Banquet.
- 10. All items sold at the NDSPLS Auction must be fully donated. (BD April 9, 2011)

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**North Dakota Society of Professional Land Surveyors  
Education Assistance Program (EAP) Guidelines**

(February 2013)

This program has been established to assist students with their financial burden of education. This program is not intended to provide a student a full ride scholarship, but rather a monetary award.

**CRITERIA REQUIRED TO APPLY**

The individual must be accepted for enrollment or enrolled in a North Dakota College or University, **or** the Individual must be a North Dakota Resident.

The individual must be accepted for enrollment or enrolled in a curriculum containing a high number of credit hours devoted to the profession of Land Surveying.

The curriculum must be approved by the North Dakota Society of Professional Land Surveyors, Education Assistance Program Committee.

**NUMBER OF AWARDS AND THE AMOUNT OF MONEY OF EACH.**

The EAP Committee will have the authority from the membership of the North Dakota Society of Professional Land Surveyors to set the number of awards and the amount of dollars of each award each year depending on the following:

The amount of funding available.

The number of applicants.

The evaluation of the applications received.

The EAP Committee has formulated a plan where approximately 70% of the monies from the previous year’s auction will be given in awards and travel expenses and the remaining 30% will be held for building our balance as we strive to become self-perpetuating. The committee felt that it was better to have more recipients at a lower dollar amount for first year students, with a fewer number of recipients at a higher dollar amount for second year students and that the “Gary Bean Memorial Award” should be reserved for an outstanding second, third or fourth year student. The committee also felt that the total number and dollar amount of the awards should be modified each year to reflect on the number and quality of applicants. Should there be no quality applicant for the “Gary Bean Memorial Award” those monies may be divided up among the other recipients.

The amount of each award and total number of awards will be determined by the NDSPLS Education Assistance Program Committee.

**Evaluation of the Enrolled College Survey Program Curriculum of applicants**

The EAP Committee will review the survey program curriculum to determine which program/programs are believed to be the strongest programs to develop the applicant for a career of a surveyor/ Professional Land Surveyor.

**Evaluation of the applications**

The EAP Committee will score each application based on the following:

Is the applicant enrolled or accepted for enrollment in a North Dakota College surveying program?

The number of Semester Credit hours of surveying in the program.

Is the applicant a North Dakota resident?

Does the applicant have any land surveying experience?

Does the applicant achieve a level of grades to complete the program to become a surveyor/  
Professional land Surveyor?

The EAP Committee will evaluate and rate each application received based on the following:

Need of assistance.

Belief the applicant is sincere in completing the survey program and becoming a surveyor/  
Professional Land Surveyor.

The score achieved from above.

Each Award is made by the Education Assistance Program Committee whose decision is final. The award is made without regard to race, color, creed, sex, national origin, physical handicap. The applicant agrees to hold harmless the NDSPLS, its officers and agents. The responsibility of this application, including its delivery is the responsibility of the applicant. Applications must be received in the NDSPLS Administrative Office no later than November 1 of each year.  
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## F. Ethics:

1. (\*) 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.
2. Develop a questionnaire to aide in investigation of written complaints which is filled out by the plaintiff, including:
  - Details of complaint.
  - What effort has been made to resolve:
  - Personal contact?
  - Phone call?
  - Written documentation?
  - Result of efforts with dates, copies of letters, telephone log, etc.
3. Develop a questionnaire to aid in investigation of written complaints which is filled out by the defendant. Include in questionnaire same as above.
4. The committee chair can only send Standard Form courtesy letters previously approved by the Board of Directors to either plaintiff or defendant.
5. 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:
  - The board may dismiss with no further action.
  - The board agrees with the committee and drafts written requests to rectify problem.
6. If a 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.
7. Submit written annual report by January 15 to Administrative Secretary.
8. Present annual report at general membership meeting.

## G. GIS

1. What the surveyors should be doing with GIS.
2. How much GIS can be done without a registered land surveyor.
3. Work at establishing recommended specs for GPS surveying.
4. Come up with a definition of terms and incorporate them into a manual for GIS.
5. Submit written annual report by January 15 to Administrative Secretary.
6. Present annual report at general membership meeting.

7. Historical:
8. Collect, compile, and store all resolutions, policy statements, and membership data.
9. Collect and store:
  - All issues of 49<sup>th</sup> Parallel.
  - Society Membership Director.
  - Fall seminar brochures.
  - Annual meeting brochures.
  - Sample of the official ballot used each year.
  - Society Board of Directors and Committee Chairmen.
  - Members who have served on the State Board of Registration (with dates).
10. Submit the written annual report to Administrative Secretary by January 15.
11. Present annual report at general membership meeting.

## H. Legislation and By-Laws:

1. (\*) 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.
2. General membership will determine the direction the legislative committee shall take at the annual meeting as to the following:
  - New legislation.
  - Repealing and amending existing legislation.
3. Prepare legislation for the general membership approval.
4. Submit approved legislation to the legislative council for review and final typing.
5. Testify, sponsorship, etc. lobbying for additional support using Society membership and funds.
6. Submit the written annual report to Admin. Secretary by January 15.
7. Present annual report at general membership meeting.
8. People who are asked to testify for the legislative session be reimbursed for mileage at the IRS rate. (BD April 9, 2010)

## I. Membership

1. Vice President is membership chairman.
2. (\*) 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.
3. (\*) 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.

4. (\*) Said committee shall also strive to increase the membership of this Association.
5. First mailing of dues notices by January 1 (work with Administrative Secretary).
6. (\*) Each member shall be assessed, as of the first day of each calendar year, such amount of annual dues for said calendar year.
7. 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).
8. Second dues notice by March 1 to those who didn't renew membership.
9. April 1 is the deadline to pay dues and be included in Membership Directory.
10. Work with Administrative Secretary to get Membership Directory mailed by May 1.
  - (\*) On membership roster, list LS name, then number – in the membership directory add another list numerically of just the PLS – not associates.
11. Submit a written report of all classes of membership to Administrative Secretary by January 15.
12. Present annual report at general membership meeting.
13. The membership chairman is in charge of making sure new LSIT's get a manual (BLM Manual of Instructions).

#### J. Nominations:

1. Past President is committee chairman.
2. (\*) 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.
3. Vice President elected every year.
4. Secretary elected every odd numbered year, being a two-year term.
5. Treasurer elected every even numbered year, being a two-year term.
6. ACSM delegate elected every even numbered year for a two-year term.
7. Board of Registration nominees every five years.
8. Ballot mailed to RLS class of membership only by January 15.
9. Responsible for ballot box at annual meeting.
10. Head of teller committee at annual meeting, announce winners at banquet.
11. Submit written annual report by January 15 to Administrative Secretary.
12. Present annual report at general membership meeting.

#### K. Policy & Procedures Manual:

1. The committee consists of the Great Plains Chapter.
2. 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.
3. Submit written annual report by January 15 to Administrative Secretary.
4. Present annual report at general membership meeting.



#### L. Public Information:

1. (\*) 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.
2. Sell membership directory (set price B \$25 see motion dated February 16, 1989)
3. Submit written annual report by January 15 to Administrative Secretary.
4. Present annual report at general membership meeting.

#### M. Manual (Recommended Guidelines for the Practice of Land Surveying in North Dakota.)

1. (\*) 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.
2. Update annually the *Recommended Guidelines for the Practice of Land Surveying in North Dakota*.
3. Request general membership input for the *Recommended Guidelines for the Practice of Land Surveying in North Dakota*.
4. Request chapters to study and make recommendations of specific sections of *Recommended Guidelines for the Practice of Land Surveying in North Dakota*.
5. Update individual manuals via mail.
6. Submit a written report to Administrative Secretary by January 15.
7. Present annual report at general membership meeting.

### III. ADMINISTRATIVE SECRETARY

#### A. Duties:

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

- Board of Directors meetings (anticipate 4 meetings per year)
  - Annual Membership meetings
  - Fall Seminar
  - Ballots - sent 30 days before the annual meeting.
  - By-Law changes - sent 60 days before the annual meeting.
  - Various committee meetings
- 3. Keep accessible storage of NDSPLS supplies, files, and mailing lists.
- 4. Provide coordination services and communications between officers, committees, and the membership.
- 5. Administer sale of books and other materials as needed.
- 6. Act as liaison in providing members and families public relations, i.e., flowers, cards, and memorials as appropriate.
- 7. Act as Assistant to the Membership Chairman of NDSPLS.
- 8. Prepare and distribute all invoicing of membership dues during November of each year and second notice in March. Cutoff date is April 1, at which time the Directory is sent to printer.
  - Report on membership status to the Board of Directors and annual membership meeting.
  - Mail membership cards to those not attending the annual meeting.
  - Year-end membership report for inclusion into the annual report's booklet.
- 9. Attend and administer the annual meeting and fall seminar.
  - Registration notices 40 days prior to the event
  - Distribution of materials
  - Registration area at motel
  - Name badges
  - Sell marketplace items during the annual meeting.
  - Assist convention committee with needs of guests and speakers.
- 10. Prepare/assemble the annual reports booklet for the annual meeting.
  - Table of Contents
  - President's Message
  - Convention Chair Message
  - Officers= List
  - Committee Chairs= List
  - Past President's List
  - Previous general membership meeting minutes
  - Board of Directors minutes of meetings throughout the year
  - Treasurer's Report
  - Membership List
  - Committee Reports
  - Exhibitor's List
- 11. Provide secretarial services at all Board of Director's Meetings (4 per year), and at the annual membership meeting, usually held in February.
- 12. Continuing Education Database
  - Prepare and maintain a Continuing Education Database for every member of NDSPLS, update after each Fall Seminar and each Annual Meeting.

- Issue CEU certificates to those attending the Fall Seminar and Annual Meeting.
13. Maintain the Society mailbox and telephone answering service.
    - Route incoming mail to the respective officers or committee chairs
    - Be available to answer and route incoming calls dealing with Society and its members.
  14. Serve as Editor of the quarterly newsletter, the 49<sup>th</sup> Parallel.
    - Prepare, print, and mail the 49<sup>th</sup> Parallel to all classes of members in NDSPLS.
    - Procure advertising for 49<sup>th</sup> Parallel.
    - Material deadlines: January 15, April 15, July 15, and October 15
    - Mailing deadlines: February 15, May 15, August 15, and November 15
    - Publish minutes of all Board Meetings in their entirety in the issue following each Board Meeting.
    - Present annual report at general membership meeting.
  15. News release of convention and newly elected officers to newspapers of their choice.
  16. 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.
  17. 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.
  18. 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.
  19. Update NDSPLS website as needed.

## Calendar of Deadlines

<b>DATE</b>	<b>ITEM DUE</b>	<b>RESPONSIBLE PARTY</b>
January 1	► Confirm hotel for next year's convention ► Mail 2 <sup>nd</sup> dues notice	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
September 15	File IRS Form 990	Treasurer
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	► Mail Annual Meeting brochure ► Mail Annual Meeting information to exhibitors ► Mail special invites (RLSs, LSITs, neighboring societies, etc.)	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: RESOLUTIONS, MOTIONS AND POLICY STATEMENTS

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

### I. RESOLUTIONS

#### A. Corporation Organization

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 the 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.

**B. 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*

**C. Resolution “Professional Land Surveyor”**

- 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*

**D. Resolution “Property Line by Acquiescence”**

- 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 24th 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 there 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 landowners 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.

*BD February 20, ????*

## **E. Resolution "Guidelines to Coordinate Legislative Efforts**

- 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:

### ODD NUMBER YEAR

- Establish priorities two years prior to the Legislative Session.
- Limit legislation to not more than three items.
- Hold meetings in early spring, open to membership to prepare draft copies for legislative committee.
- Submit to chapters and publish in the 49th Parallel for comments.
- Submit copies to the Legislative Coalition for comments.
- Prepare final draft based on comments prior to annual meeting.
- Submit final draft to chapters for review.

### EVEN NUMBER YEAR

- Membership to approve final draft at annual meeting.
- Legislative committee to target and lobby special interest groups for support.
- Submit final draft to legislative coalition.
- Legislative Committee to acquire sponsors and have bills drafted by Legislative Council.
- Advise NDSPLS Board of Directors of Amendments made by Legislative Council.
- Lobby Representatives and Senators for passage of items as approved by general membership, attend Legislative Committee hearings.
- Publish results of Legislative actions in 49th Parallel.

*BD February 18, 1989*



## F. Resolution “Relocation of Historical Monument”

- Russ Kastle made resolution.
- WHEREAS David Thompson was one of the first surveyors to map much of North Dakota, including the area from both sides of the US/Canadian borders from the Great Lakes to the Pacific Ocean, which maps were utilized by Thomas Jefferson and Lewis & Clark during the Corp of Discovery;
- AND whereas James Hill in promoting and developing the Great Northern Railroad erected a large granite monument near Minot, ND to commemorate Thompsons’ accomplishments;
- AND whereas said monument now rests in the custody of the ND Historical Society in a desolate small park area that is not well accessible to the general public.
- NOW THEREFORE it is moved that NDSPLS form a committee of volunteers, appointed by its President to explore the possibility jointly with the ND State Historical Society to have the existing monument moved to the Capitol or Historical Society grounds in Bismarck or a site more visible to the general public and for NDSPLS to offer both logistic and financial support to the Historical Society for the project.
- Curt Glasoe seconds. Discussion: Carl Vender will assist with working with the Historical Society in moving. This will be added to Historical Committee and they will work with Russ to explore possibility of moving and determine costs. After we find out how much we can make commitment of funds. Another viable location would be at the NDSPLS museum in Jamestown. Motion carried.

*February 11, 2009*

## II. MOTIONS

### A. *49<sup>th</sup> Parallel*

1. *Motion by Curt Glasoe to change the material deadline dates of the 49th Parallel to December 1, April 1, July 1, and September 1, and the mailing dates of the 49th Parallel be January 15, May 15, August 15, and October 15. Seconded by Mike Fandrich.*  
*BD - March 10, 1990*
2. *Mark Aughtman moved to have the minutes from all Board Meetings published in their entirety in the 49th Parallel. Seconded by Steve Ackerman. Motion carried.*  
*BD - December 4, 1997*
3. *Steve Ackerman moved to have advertising rates doubled in the 49th Parallel as recommended by the Administrative Secretary. Holly Beck seconded. Motion carried unanimously.*  
*BD - February 5, 2003*
4. *Alan Erickson moved When the 49th Parallel for the most part emailed to members that the monetary savings be used to continue providing information to the general membership. Kirk Jorgenson seconds. Discussion: would we totally stop publishing. Motion carried.*  
*BD - April, 2009*
5. *49th Parallel Steve Langlie moved to allow advertising in the 49th Parallel for job openings if they pay the fee for advertising. Curt Glasoe seconded, carried.*  
*BD 5-1-2015*
6. *Kevin moved that as of the August (2016) issue of the 49th Parallel hard copies will only be available to those that do not have an email and those that have requested, Charles Rebsch second, motion carried.*  
*BD 1-27-2016*

### B. *Administrative Secretary*

1. *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.*  
*BD - February 19, 1998*
2. *Ken Link moved to accept the Board of Director's recommendation for an Administrative Secretary for NDSPLS. Seconded by Allen Whetham. Motion carried.*  
*GM - February 19, 1998*
3. *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.*  
*BD - April 18, 1998*
4. *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.*

*BD - April 18, 1998*

5. *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.*

*BD - February 11, 1999*

6. *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.*

*BD - April 21, 2000*

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

*BD - February 12, 2002*

8. *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.*

*BD - February 5, 2003*

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

*BD - February 18, 2004*

10. *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.*

*BD - December 8, 2004*

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

*GM - February 15, 2006*

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

*BD - February 2, 2007*

13. *Motion by Don Loomer to take a ballot of Board members to choose the Administrative Secretary based on the interviews held; seconded by Dale Heglund. Motion carried. It was the consensus of the Board to authorize the Administrative Secretary Committee to put together a Contract with PMS, based on their proposal and have the Contract in effect by August 15, 2009.*

*BD - July, 2009*

14. *Steve Ackerman noted the (current) contract ends June 30th and that the committee has recommended we renew for 2 years with the only change being the monthly pay going from \$717.50 per month to \$725.00 per month. Aaron moved, seconded by Steve Langlie to accept the committee recommendation and renew the contract, motion carried.*

*BD 4-27-2012*

15. *Administrative Secretary check writing authority - Steve moved to approve the check writing authority to the Association Administrative Secretaries, Kent seconded, after discussion Steve amended the motion to include that the Administrative Secretary be bonded, Kent seconded, carried. Noted two prohibitions. 1. The treasurer must still authorize before the check is signed, and 2. Check cannot be written out to cash.*

*GM 2-12-201*

16. *Steve noted that additional duties have been added with the EAP, could leave that separate from the current contract. Noted nothing in the budget to cover the additional costs. Curt Glasoe moved to pay Administrative Secretary for the work on the application process for the c(3) outside of the contract, Aaron seconded, motion carried. Question of bonding ensued, add "agree to maintain a minimum of \$10,000 bond" Curt moved that Steve and the Admin Secretary agree upon the terminology for the bond issue and include in the contract. Aaron Seconded, carried.*

*BD 5-23-2014*

17. *(phone meeting) Steve L. moved to enable the Administrative Secretary Committee to negotiate and engage Staiger Consulting Group for the Administrative Secretary duties for NDSPLS. Recommend a 2 year contract, Kevin Martin, second, carried.*

*BD 8-25-2017*

18. *Steve Langlie moved to present an appreciation plaque and \$500 to Mona (retiring) at the upcoming convention. Curt Glaose second, carried.*

*BD 8-25-2017*

19. *Tom Leshovsky moved to approve the administrative and lobbying contract as discussed (\$18,000/year plus \$6000/year for lobbying). Ed Rintamaki second, carried.*

*BD 12-3-2019*

### **C. Awards**

1. *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.)*

*Proposed February 14, 1985*

*Adopted March 15, 1986*

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

*November 21, 1996*

3. *Curt Glasoe moves that construction drawings can be submitted, but they will not be judged. Greg Obrigewitch seconds. Color can be submitted, but they should not receive extra points. Motion carried unanimously.*

*April, 2008*

4. *Curt Glasoe moved that the President direct the Awards Committee to set up a plaque to give to Cliff Keller on behalf of the land surveyors, (to recognize his retirement from the Board of Registration) Chris Jordheim seconded, carried*

GM 2-10-2012

5. *Ed moved to have an awards chair and a representative from each chapter on the committee. Steve L. second, carried.*

BD 2-8-2017

6. *Steve L. moved that the bronze statue be used for the surveyor excellence award, Matt Krebs, second, carried.*

BD 2-8-2017

#### **D. Ballots**

1. *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.*

3-10-1990

2. *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.*

2-10-1994

#### **E. Board/Annual Membership Meetings**

1. *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.*

GM February 18, 1989

2. *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.*

GM February 16, 1991

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

GM February 1, 1992

4. *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 30 and that no fractional membership dues be permitted. Seconded by Russ Kastelle. Motion carried.*

BD September 26, 1992

5. *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.*

GM February 4, 1993

6. *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.

BD April 18, 1998

7. 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.

GM February 17, 2001

8. 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.

GM February 18, 2004

9. Ken Link brought up following of Robert Rules of Order. We are to vote on agenda at the beginning of each meeting. New Items are voted on Committee reports no new action, no report. Old business stays on agenda for three meetings, if no action taken it is then removed from agenda. Once you have approval of agenda you have to stick with the agenda. New Business is for making a motion – if not, there is nothing to discuss. Discussions go under Good of the Order.

BD February 20, 2008

10. Greg Obrigewitch moves that Treasurer shall be responsible for filing taxes per year based upon our fiscal year. Tim Langerud seconds. Motion carried unanimously.

GM April, 2008

11. It was noted that the budget should be prepared for the first board meeting prior to the annual meeting for acceptance or changes.

BD December, 2009

12. Curt moved that NDSPLS NSPS Governor be voted as a full board member. Steve Langlie seconded. Ken asked if this would create an amendment to the bylaws, it was noted it would be an amendment and would need to be submitted to the members 30 days prior to the next annual meeting and have it voted on. President Jorgenson called for a vote to have NSPS bylaws amended to make this position a voting member. Motion carried.

February, 2011

13. Tim moved that the NDSPLS match the funds that were raised for the Emergency Assistance, Todd seconded the motion. Motion carried. Matt Weeks asked if the announcement could be made tomorrow at the Education Seminar. We will also include it in the newsletter and we can get it to them before Christmas. The check will be written to the Chapters, and they will distribute as they see fit.

BD December, 2012

## **F. Annual Meeting/Convention**

1. 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.

GM February 10, 1994

2. President Zimny should request a report from the convention chairman of the

*18th 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.*

*GM February 15, 1997*

- 3. 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.*

*GM February 15, 1997*

- 4. 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.*

*BD April 26, 1997*

- 5. 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.*

*BD February 11, 1999*

- 6. Ken Link moved that we schedule convention 2nd 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.)*

*GM February 17, 2001*

- 7. 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.*

*BD February 12, 2002*

- 8. The Board of Registration visited about the Recognition program. This year the Board of Registration will present the 50 year pin and noted that next year there will be 6 NDSPLS individuals who have reached their 50 year mark and they would like to present it at the NDSPLS Annual Convention Candie noted that three of them are dual registrations, but it is the 50 year mark for PLS. Those being recognized are: John Nole, Gene Sackman, John Mandee and Lloyd Johnson. The Board of Registration will pay the hotel fee. Curt Glasoe moved to include this in the Annual Convention, Kirk seconded. Motion carried.*

*BD February, 2010*

- 9. Convention – Covid (Conference Call) The annual convention will be held virtually on Feb 11-12, 2021 and will be held using SCG's zoom platform.*

*BD 12-15-2020*

## **G. Budget**

- 1. Steve Langlie moved to give the Board the authority to move money within the line items of the ledger, not to exceed the total budget. Aaron Hummert second, carried.*

GM 2-7-2018

2. *Financial Review NDSPLS Funds* Curt Glasoe moved to proceed as proposed (hiring a firm to review the taxes and financials for checks and balances) and accept the \$700/year and \$1700 every other year (1700 in ODD years and \$700 in EVEN years). Tom Weigel second, carried.

BD 2-7-2019

## **H. Bylaws/Committees**

1. Curt Glasoe moved to have Legislative & Bylaws Committee review corner recordation fee. Mark Aughtman seconded. Motion carried unanimously.  
BD November 28, 2001
2. 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.  
BD February 5, 2003
3. 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.  
BD February 5, 2003
4. 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.  
BD February 16, 2005
5. Change in duties that the proposed bylaw changes are sent 30 days instead of 60 days before the annual meeting.  
BD May 5, 2006
6. 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  
BD May 5, 2006
7. Jim Alber indicated that he would contact ACSM and he will serve as the CST coordinator for North Dakota.



BD December 7, 2006

8. *Greg Johnson reported that he feels these two items should be split into two different committees. GIS should be a Special Committee and try to get as a Standing Committee in the future. To obtain more information relating to GIS please visit <http://www.nd.gov/gis/about>. We should contact the State Board of Registration and get their support in having NDSPLS involved with the state level GIS Technical Committee by appointment to the committee. We need to find someone in the Society that knows GIS and knows Land Surveying.*

BD February 20, 2008

9. *Right of Entry Committee - Aaron Hummert moved to decommission the Right of Entry Committee. Curt Glasoe second, carried.*

BD 12-3-2019

10. *Special Meeting (Zoom meeting) Suspension of 2021 election-Covid Robert Illg moves to approve pursuing bylaw amendments be drafted and placed on ballot at the annual meeting in Feb 2021 while waiving the 60-day notice to the Secretary. The amendments would allow for an extension of officers terms due to emergency declaration by state and/or federal government (due to covid) if approved by the members and adjust schedule of officers elections.*

BD 12-22-2020

### ***I. Continuing Education***

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

GM February 26, 1982

2. *Ken Link moved, seconded by Kastelle, 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.*

BD August 27, 1987

3. *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.*

BD September 20, 2002

### ***J. Credit Cards***

1. *Curt Glasoe moved that we have to think about having credit card capabilities for our members. Holly Beck seconded. Motion carried.*

BD February 20, 2008

2. *Greg Obrigewitch reported that he contacted American State Bank regarding a credit card machine. We can get a refurbished machine for \$200 and it would cost us 2.5 – 3% of each transaction value. We would also need a phone line hook-up. Also we can go with old paper swipe type machine where we would call an 800 number and pay \$1 for each phone call and approximately 5% of each transaction value. Steve Volesky moves to have the Society purchase a refurbished credit/debit card machine to be used for future transactions. Seconded by Todd Norton. Motion carried. Greg will proceed and speak with*

individuals at the bank to set up.

BD October, 2008

3. Dan Fischer moves that NDSPLS accept credit cards for fees and that the Board shall decide how any expenses associated with the credit card will be collected. Carl Vender seconds. Discussion: What is the advantage of this over paypal? The Federal government needs to be set up to CCR or credit card for payment of registrations, etc . The fee for having credit card capabilities will be approximately \$240/year, \$20-30/mo, plus a percentage fee per transaction, and the purchase of a credit card machine which would be approximately \$190. Membership vote was -- Yeah – 35, Nay 4. Motion passes.

GM February 11, 2009

4. Greg reviewed the credit card options that the membership approved the system at the last annual meeting. Discussion ensued as to handling the fee assessed, it was the consensus of the board to add the fee to the person using. Discussed purchase of the machine versus manual entry, it was felt that it would be easier to manually enter as the machine would possibly only be utilized once per year. Discussed possibly splitting the costs of the credit card system with NDSPE. At this time, it was noted that we need to comply with the members approval and possibly look at splitting the costs at a later date. Don Loomer moved to go with American Bank Center's credit card system and to take Pay Pal off the website. Curt seconded the motion. Discussed budgeting the fees under administration or adding it to the costs of the registration. It was noted that the fee would be added to the individual registration fee. With no further discussion it was the board's decision to approve the credit card system with American Bank Center.

BD October, 2009

5. Steve moved to get rid of credit cards, Curt seconded, carried.

BD 12-3-2013

#### **K. EAP Auction/Scholarships**

1. 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.

GM February 10, 1994

2. 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.

BD February 5, 2003

3. Glasoe 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.

BD February 18, 2004

4. 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.*

*BD February 2, 2007*

5. *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.*

*BD December 5, 2007*

6. *Curt Glasoe moves to have the convention committee handle all duties associated with the EAP auction at the convention (annual meeting). Greg Obrigewitch seconds. Motion carried.*

*BD October, 2008*

7. *Dan Fischer moves to accept applications from North Dakota residents attending four-year programs in geomatics/surveying at other state universities/colleges to qualify for the EAP scholarships. Tim Langerud seconds. Motion carried.*

*BD April, 2009*

8. *Greg noted he received 7 applications back including 3 first year and 4 second year and they are being reviewed. NDSPLS gives 3 - \$1,000 scholarships and Greg discussed the possibility of giving out another scholarship. Dan moved to provide another scholarship for a first year student, Tim seconded. Motion carried. Curt noted that we need to invite the scholarship recipients to the banquet in February.*

*BD December 2009*

9. *Carl moved that all items sold at NSPLS EAP auction be fully donated, Curt seconded. Discussion was the result of the Fargo items, Carl noted that it made it difficult because of the percentage and trying to track the items. The auction item donations go to the EAP. Curt noted that if someone wants to do sell their items, we could possibly have them buy an ad or a booth and sell their own items. Aaron questioned if we would need a form stating that it is a donation only. Also discussed the time share that was up and this policy would eliminate that also as it would need to be fully donated. Motion Carried.*

*BD April, 2010*

10. *Curt moved that we would allow any North Dakota institution of higher education to donate equipment with the proceeds going back to their college for use of incentive scholarships. Matt seconded the motion. With no further discussion, motion carried unanimously.*

*BD December, 2010*

11. *Rolly moved that the Education Committee look at the possibility of doubling the scholarships made available in the upcoming year and the EAP look at if two scholarships be made to seniors and how that would be allocated. Tim Langerud seconded the motion. Discussed the intention of not spending up to \$6000 but not to spend the principal. Ken Link noted that the committee would be charged with developing the schematics of who is to receive and how much not to exceed \$6,000 and then bring it to the board for consideration. Rolly noted that was the intent that they have up to \$6,000 and it should be brought to the board for approval. Motion Carried.*

GM February, 2011

12. Ken Link moved that NDSPLS members direct the EAP committee to investigate moving EAP funds into a trust account for investments. Steve Langlie seconded. Ken provided a history on tracking the CDs and investing noting that if we placed it in a foundation, they invest it and we are certain to get a better interest fund. The selection and expenditures is still in our hands noting this is only an investigation to see if this money can be placed in a foundation. Tim asked about bringing it back to the general membership noted that if it is done in 6 months and there is a possibility, do we need to have it voted on by the membership, Curt noted that this is a membership run group and they would need to be involved in the vote. With no further discussion, President Jorgenson called for the vote. Motion Carried.

GM February, 2011

13. Ken moved that NDSPLS approve the recommendation from the EAP committee to move a minimal amount of \$25,000 into the Endowment program for the year 2012. Greg Johnson seconded.

GM February 8, 2012

14. Aaron reviewed the changes to the budget, noting D&O for \$1200 is no longer a line item and asked to replace the \$1200 to travel expenses and leave it at the same for student travel. Steve Langlie moved to approve the 2012 budget. Tim Langerud seconded. Carried.

GM February 8, 2012

15. Steve Langlie moved seconded by Andra to dissolve the EAP Investment Fund Committee. Motion Carried.

BD April 27, 2012

16. EAP Program regarding the request by St. Cloud State for endowment funds: Steve L. moved to deny, Matt seconded. Note that the EAP is set up that a North Dakota resident CAN apply for funds (even) if they are not applying to a North Dakota school.

BD 12-5-2012

17. Allen moved that we send St. Cloud State \$1000 to show our support and refer the donation for scholarships to the Bismarck State College to the EAP education committee, Curt Glasoe seconded. Motion carried.

GM 2-8-2013

18. Steve Langlie moved to propose to separate EAP from General and make it a separate entity, Curt Glasoe seconded. The purpose of converting EAP 501 (c)6 to a 501(c)3 is so that you will get (tax) credit/deduction for your donations. Motion carried. Noted nothing will be done until next year once the membership approves the bylaws.

GM 2-6-2014

19. Conference Call - EAP Funds EAP recommends that \$21,000 from EAP funds be contributed to the Land Surveying and Civil Engineering Technology Endowment to be in payments of \$7000 per year for The next 3 years. This will take place if- and only if there are matching Challenge Grant funds available. Ed moved to approve, seconded by Tim, after discussion Ed moved to amend the motion to

*bring this to the general membership for discussion at the next general membership meeting. Tim seconded amended motion, carried.*

*BD 9-19-2014*

20. *EAP Regarding the EAP Matching Fund Grant - Ken Link moved that we enter a line item of \$25,000 for a participating grant, Gary Ness seconded, carried.*

*GM 2-6-2015*

21. *Add 501c Pg 13 2015 convention book*

22. *EAP Fundraiser Jason Ness moved to approve and fund the event up to \$1500 from NDSPLS to offset the costs of the event the first night of the fall seminar and future seminars. The costs will come out of the fall seminar expense line item. Jeff Jelinek second, carried.*

*BD 11-29-2021*

#### ***L. Education Requirements***

1. *Ken Link spearheaded the committee with Matt Weeks and Greg Johnson. Discussion about hours and education minimum requirements and sunset clause. Ken moved that we instruct the committee to require a minimum of 27 credit hours in survey related courses and an associate's degree. Aaron seconded, discussion, Ken revised motion to say 24 hours, discussion, motion amended to sunset the experience requirement. Aaron seconded. Further discussion, Ken called for the question, motion carried, Ken noted a preliminary notice has been sent to Candie at the Board of Registration that we are looking at minimum requirements for education.*

*BD 5-23-2014*

2. *Chris moved ad hoc committee be allowed at the Fall Seminar to produce this document for the input of members with 24 hours being changed to North Dakota Board approved credit hours. Curt seconded. Carried.*

*BD 8-22-2014*

3. *Minimum Education Requirements Ken Link moved that we recommend to move forward with this Board to have an Applied Science degree with a specified amount of survey credits. Andrea Marquardt seconded. Discussion, this motion asks the question "does this Society want to move forward on this or drop the process" Motion carried. On 5-1-2015 at the Board Meeting Ken Link stated that the motion was "The Minimum Education Requirement Committee recommends that this Society move forward with an Associates of Applied Science Degree with a specified number of semester credits of land surveying, real property boundaries and mapping be the Minimum Education Requirements for registration as a Land Surveyor Intern in the State of North Dakota.*

*GM 2-6-2015*

4. *Minimum Education Requirements Ken Link asked the Board to accept the proposal (from the committee) and recommend this to the State Board of Registration. Steve Langlie moved to accept the recommendation from the committee. Curt Glasoe seconded. Ken Link noted that the Board of Registration would review this on their own before submitting. Noted that this would then go to the general membership for approval. Motion carried. Ken Link stated the membership had approved this to move forward already.*

BD 12-8-15

5. Steve Langlie moved that the Minimum Education requirements be moved forward to the Board of Registration and for legislative action. Kevin Martin second, carried.

GM 1-27-2016

### **M. Education Seminars**

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

BD January 5, 1983

2. Education Committee Ran by President Elect.

BD February 2014

3. Fall Seminar-Covid Aaron Hummert moved to hold the fall seminar virtually (because of Covid). Jeff Jelinek second, carried

BD 8-12-2020

### **N. Education Support**

1. Student Travel Expenses - Greg Johnson moved that the students that come from any college in North Dakota get motel, vehicle costs, and \$25 cap on meals if the meal is not provided in the process. Curt Glasoe seconded. Ken Link asked if this was a per day cost. Matt Weeks noted this would include Fall event, etc. Note this is for anything that we invite students to. Motion Carried.

GM 2-6-2015

2. Student Travel - Curt Glasoe moved to cover supervisor expense, Steve L. second. Carried. Note that NDSPLS is already covering mileage. This would cover conference registration, meals, and hotel rooms. Steve L. moved to add \$2000 to budget for student support to cover travel by supervisors, Pat Beebe second, carried.

BD 2-8-2017

### **O. Ethics**

1. 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.

BD February 16, 1983

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

GM February 19, 1987

### **P. Foundation (501-C3)**

1. EAP-BYLAWS - FOUNDATION - Steve Langlie moved to present the Foundation bylaws and the NDSPLS bylaws amendments to the membership for approval. Kevin seconded. Curt Glasoe suggested putting in the date of 2017 for the Charter membership. Steve Langlie amended the motion to change the date of charter memberships to 2017 and changing the Regular member to Century member. Discussed the quorum having not less than 4, will remain the same. Discussed

*that board members do have to be members of the Foundation. Could add a no-cost membership, making every member of NDSPLS a member of the Foundation. Discussed if there should be a non-paying member category. Note that the membership categories are for contributing members. Curt seconded amendments. Amended motion carried.*

*BD 12-8-2015*

- 2. Curt Glasoe moved the membership approve the Foundation bylaws as presented. Aaron Norby second, carried. Any contributions to the Foundation are tax deductible.*

*GM 1-27-2016*

- 3. Ed moved to give the \$1100 that was donated to NDSPLS for education to the Foundation. Chuck second. Carried.*

*BD 8-19-2016*

- 4. Steve L. moved to extend the date to March 1st (2017?) for charter membership into the Foundation and that they be recognized in the 49th Parallel. Jeff J. second, carried.*

*BD 2-8-2017*

#### **Q. Historical**

- 1. Antique Survey Equipment Purchase - Jeff J., on Russ Kastelle's behalf as Leland's widow does not know what to do with this equipment. Reviewed list of equipment. Ed moved Steve, Ken, and Jeff explore what would needs to be done, and if a special meeting is needed. Tim seconded, carried.*

*BD 8-22-2014*

- 2. Antique Survey Equipment Purchase - Conference Call The purpose of this meeting was to discuss the purchase of a collection of historical land surveying equipment at a cost of \$26,000. Curt Glasoe moved to purchase. Aaron Hummert seconded. Roll call vote- 9 in favor – no opposed, carried.*

*BD 9-13-2014*

- 3. (Special Meeting) Antique Survey Equipment Purchase - Purpose of the meeting was to purchase \$26,000 of equipment for historical purposes from the Leland Dalger family. Carl Vender moved to purchase the equipment using funds from our reserves. Pat Krug seconded. Russ Kastelle, LeRoy Kautz, Steve Ackerman, and Carl Vender are in charge of the committee. A question arose about insurance. Russ noted that they are putting some of the displays on loan at the different museums throughout the state. Discussion that this is an investment, and it could, down the line, be put on auction to raise funds for scholarships. Vote was taken, 40 in favor, carried by simple majority.*

*GM 12-4-2014*

- 4. Antique Survey Equipment Purchase - Aaron Hummert questioned the status of the inventory and location of the equipment. Noted Russ Kastelle has the equipment. Curt Glasoe moved that the committee report on the inventory, insurance and plans for future transporting of the equipment and displays. Aaron Hummert seconded. Would like by December meeting, Motion Carried.*

*BD 8-7-2015*

## *R. Legislation*

1. *Curt Glasoe moves that the NDSPLS membership accepts the land survey definition as shown on page 50-51 in the 2009 Convention Booklet. Bob Procive seconds. Discussion: Bob Procive commended Greg Johnson for his excellent work in this endeavor. This will help all aspects of land surveying. Motion carried. As this has now been approved by the NDSPLS membership it will be presented to the North Dakota Professional Engineers for their input.*

*GM February 11, 2009*

2. *Greg Johnson, Chairman of Land Surveying Definition moved that since the NDSPLS membership has been exposed to in 1995 and modified in recent years of 2007 and 2008, and accepted the items listed in the seven bullet Definition of Land Surveying dated March 21, 2008, and being further discussed and reviewed by the NDSPE Board and some of that membership and copies sent to the North Dakota State Board of Registration; I move that the proposed Land Surveying Definition 7 bullet listing be turned over to the ND State Board of Registration to work toward getting the proper legislative wording for implementation to submit this definition to the next Legislative Session for adoption into the state code and or law, also further stipulating that the NDSPLS Land Surveying Definition Committee will work hand in hand with the State Board of Registration to complete this mission. Kent Orvik seconded the motion. Discussion was held, President Procive noted as point of discussion that once it gets to the legislative council the verbiage may change but the intent will remain the same and feel the Board of Registration can guide this. Cliff noted that the change may be in the North Dakota Century Code but this is a determination made by the legislative session. Kent noted that with this motion we are requesting the Board of Registration to lead the way with the legislators. President Procive called for the question. Motion carried unanimously.*

*GM February, 2010*

3. *Draft Legislation on land surveying definition: Curt moved that the board support the land surveying definition as presented, Carl Olson seconded. Motion carried.*

*October, 2010*

4. *Practice of land surveying:*
  - *a. Means making land boundary determinations by providing or offering to provide professional services using such sciences as mathematics, geodesy, and photogrammetry and involving the making of geometric measurements and gathering related information pertaining to the physical or legal features of the earth; improvements on the earth; and improvements on the space above, on, or below the earth and providing, utilizing, or developing the same into land survey products such as graphics, data, maps, plans, reports, descriptions, or projects. As used in this subsection, professional services include acts of consultation, investigation, testimony evaluation, expert technical testimony, planning, mapping, assembling, and interpreting gathered measurements and information related to any one or more of the following:*
    - *(1) Determining by measurement the configuration or contour of the earth's surface or the position of fixed objects on the earth's surface;*
    - *(2) Determining by performing geodetic land surveys the size and shape of the earth or the position of any point on the earth;*



- (3) Locating, relocating, establishing, reestablishing, or retracing property lines or boundaries of any tract of land, road, right of way, or easement;
  - (4) Making any land survey for the division, subdivision, or consolidation of any tract of land;
  - (5) Locating or laying out alignments, positions, or elevations for the construction of fixed works;
  - (6) Determining by the use of principles of land surveying the position for any survey monument, boundary or non-boundary, or reference point and establishing or replacing any such monument or reference point; and
  - (7) Creating, preparing, or modifying electronic or computerized or other data for the purpose of making land boundary determinations relative to the performance of the activities in paragraphs 1 through 6.
- b. Includes:
    - (1) Engaging in land surveying;
    - (2) By verbal claim, sign, advertisement, letterhead, card, or any other way representing to a person to be a professional land surveyor;
    - (3) Through the use of some other title implying to be a professional land surveyor or that the person is licensed or authorized under this chapter; and
    - (4) Holding out as able to perform or performing any land surveying service or work or any other service designated by the practitioner which is recognized as land surveying.

*GM October, 2010*

5. *Cliff recommended that we pay half of the monitoring and will address the \$165 for lobbying at the point that we need to make a decision. Curt noted that the committee discussed the testifying and did not feel the need for a lobbyist at this time. They have developed talking points for the committee members. Curt felt the monitoring is the most important part. Bob also noted that it would be money well spent and does feel we should partner up. The committee will have an outline on how to testify. Curt felt the split was between the engineers, surveyors and Board of registration, however, did not think the engineers should be obligated to pay. Bob moved that we agree to the costs and should pay half as well as pay for the lobbyist as needed up to our budget of \$3,500. Carl seconded. Curt withdrew his original motion. Motion carried.*

*October, 2010*

6. *Lobbyist Registration Todd moved to register Curt and Larry (as lobbyist's) Chris seconded, carried.*

*BD 12-2-2014*

7. *Curt Glasoe moved the membership to give the Board the discretion to pursue administrative or legislative action pertaining to utility easements. Steve Langlie second, carried.*

*GM 1-29-2016*

8. *Ed moved to give Curt Glasoe authority to contact NDSPE to work with obtaining a lobbyist or look for our own. Janson second, carried.*

*BD 4-1-2016*

9. *Multi-State Licensure Compact Legislation- Steve Langlie moved that the Board oppose the Interstate Compact Legislation as needed. Aaron Hummert second, carried.*

GM 2-7-2018

10. *Multi-State Licensure Compact Legislation - Steve Langlie moved that the Board send a letter to the Board of Registration with our position to oppose the Interstate Compact Legislation.*

GM 2-7-2018

11. *Motion that the legislative committee put together a recommendation for the Bylaws about the procedures on how to put forth a Surveyor Representative to the Board of Registration. Aaron Hummert second, carried.*

BD 10-11-2019

## **S. *Manual of Practice (Standards Manual)***

1. *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.*

GM February 16, 1985

2. *Motion by Rod Westrum in regard 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.*

GM February 16, 1985

3. *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.*

GM February 7, 1986

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

BD March 5, 1988

5. *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.*

GM February 6, 1993

6. *Steve Swanson prepared another 15 copies of the Recommended Guidelines for the Practice of Land Surveying in North Dakota manual. Expenses amounted to approximately \$200 for the making of the new manuals. Hard copies are also available for sale for \$34.*

BD February 20, 2008

7. *The Recommended Guideline for Practice of the Land Surveying in North Dakota manual is available on our website. Hard copies are also available for sale for \$34 by contacting Bev Schwab.*

GM February 20, 2008

8. *Standards Committee: Easement Plats - Ken Link presented an example easement plat and is proposing to the standards committee for our manual. Cannot find NDCC regarding strip easements through Title 28. Curt asked that a checklist be*

done. Curt moved that we accept this easement plat. No second, no vote.

BD 5-23-2014

9. Standards Manual Ed moved, seconded by Curt to change the (standards) manual back to its original name by removing "Recommended", carried.

BD 2-4-2015

10. Standards Manual Ken moved that we change the manual name to 'Manual of Practice for Land Surveying in North Dakota'. Allen W. seconded. Discussion, Rolly A. noted this would be put on the agenda at the Board of Registration as it is used as a reference material, and they would need to approve it as a resource. Carried.

GM 2-4-2015

11. Standards Manual Ed Rintamaki moved to adopt the new practice manual with discussed changes, Steve Langlie seconded, motion carried. Steve Langlie moved to publish on the website for downloading at no charge. Aaron Hummert seconded. Motion carried. Steve Langlie moved that hard copies be available at actual cost-plus shipping and that the Exec. Secretary get copies printed and bound. Seconded by Aaron. Motion carried.

BD 5-1-2015

12. Greg Johnson moved that the revised Manual of Practice be adopted Feb 8, 2019. Steve Langlie second, carried.

GM 2-6-2019

## **T. Membership/Directory**

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

BD February 16, 1989

2. 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.

GM February 10, 1994

3. 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.

GM February 11, 1995

4. 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.

BD February 12, 2002

5. Three individuals, Ray LeClerc, Clarence Just, & Richard Foster have submitted

*dues as Life Members. The 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.*

*GM February 13, 2002*

6. *New RLS's get free membership to NSPS. Curt Glasoe will be working to get this rectified as the past four years this has not been completed through NSPS.*

*GM February 20, 2008*

7. *Curt Glasoe moves to have a mailing list available to outside sources for the fee of \$1.00 per name for a one time use with option for members to not be included. Carl Olson seconds. Motion carried.*

*BD October, 2008*

8. *Tim moved that Chapter Dues be collected at the time as state dues on the registration form and distributed to the Chapter at one time and to give them the option as to if they would like to belong to the chapter. Matt seconded. Bob questioned if all chapter dues would need to be uniform in order to do this. Curt noted it is in the bylaws that chapter dues must be paid at the same time. Bob noted it stated Chapter dues are not valid if you are not a member of the state, however you could be a state member but don't have to be a chapter member. Bob also noted that some of us are multiple chapter members and asked how that would work. Carl noted that there may be some resistance in setting a 'chapter fee' that is uniform. Carl noted in Bylaw VI Section 6 it states that Chapter dues are determined by the Chapter and so would require a bylaw change. Curt noted that we could make a recommendation but could not carry the motion. Tim amended his motion that the Board recommend Chapter dues be paid at the same time as State dues. Matt seconded. Motion carried.*

*BD April 2010*

9. *People who are asked to testify for the legislative session be reimbursed for mileage at the IRS rate.*

*BD April 9, 2010*

10. *Motion to increase PLS and LSI dues by \$50.00 and Sustaining dues by \$100 effective in the 2017 membership year. Carried.*

*GM 1-29-2016*

11. *Dues - Greg Johnson moved to approve up to a \$10.00 increase for NSPS dues in 2020, Jason Main second, carried.*

*GM 2-7-2018*

12. *NSPS DUES - Aaron Hummert moved to accept the MOU (with NSPS) with the \$50 dues in it. Ed Rentamaki second, carried.*

*BD 2-12-2019*

13. *Dues - Aaron Hummert moved to accept the dues proposal as outlined, Brett Zeltigner second, carried (NSPS = \$50.00, PLS = \$175.00, LSI = \$125.00, ASC = \$75.00, Sustaining = \$300.00, Student = \$5.00, Life - \$0.00)*

*GM 2-5-2020*

14. *Life Membership - Rob Illg move to approve Mike Madler and Jeff Froelic as life*

members. Jeff Jelinek second, carried.

BD 8-12-2020

## **U. Memorials and Final Resting Place**

1. 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.  
BD February 5, 2003
2. Chapter President presents the monument to the family.  
BD April 9, 2010
3. Curt discussed the final place monument of the brass plate, that can be presented to the family noting that Dan Fisher also came up with the idea, however it was already taken as final place, however we can use "Final Resting Place" vs. "Final Place". Curt noted that Dan sent out a procedure of meeting with the family, etc.  
BD December 2, 2010
4. Curt moved that the society move forward and allow \$100 per past member to recognize them for their past service. The first-year budget would be \$1000 to get it going. The second year would be less as setup fees would be taken care of the first year. Steve Langlie second. Curt amended his motion to take \$1000 of the funds out of Public Information funds to get the process started for the final resting point. Steve Langlie second amended motion. Curt noted that when the committee is set up, they would decide when we and how we go about doing it. The quotes are for brass plaques. Carried.  
GM February 10, 2012
5. Curt passed around a design noting he sent it to Bernsten. There will be a \$400 setup fee and additional ones can be purchased between \$50 and \$90  
BD February 8, 2012
6. Chris moved seconded by Steve Langlie to create a new final resting point special committee. Carried  
BD April 27, 2012
7. 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:
  - 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.*

*GM February 18, 2005*

8. *Member Death/Memorial Policy The existing policy is to send a \$50 memorial or plant to the family of the deceased. Steve moved that we increase this to a maximum of \$100. Aaron seconded, carried.*

*BD 5-24-2013*

## **V. *Miscellaneous***

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

*BD November 20, 1986*

2. *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.*

*BD April 26, 1997*

3. *It was brought before the membership to put date NDSPLS was established on its banner. The banner was made by Russ Kastelle. 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 Kastelle. Pat Krug seconds. Motion carries.*

*GM February 13, 2002*

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

*BD September 8, 2006*

5. *Curt Glasoe moves that the President develop a memo from the State Society to congressional delegation to support continuing the operation of existing CORS stations in North Dakota. Bob Procive seconds. Motion carried.*

*BD February 20, 2008*

6. *Curt Glasoe moves to proceed with the recommendation of requiring a 2" diameter minimum for all PLSS survey monument caps. Seconded by Kirk Jorgenson. Discussion: This is just to designate size does not relate to material cap is made of and what is stamped on it. There was discussion if the cap stamping should conform to the BLM Manual standards when marking PLSS corners. Dan will contact Cliff Keller to get more information relating to caps and the adoption of the BLM Manual (was it in whole or in part?). ND law states the monument will have your RLS number, but does not relate to cap. President will assign to President-Elect Bob Procive to work further on this and work with the Legislative Committee. Motion carried.*

*BD April 2008*

7. *National Museum Donation – Curt Glasoe indicated that the National Museum has moved and has had a lot of activity at their new location. They have our flag on display, and they are still looking for donations. Right now, they have three*

*different levels. 4x8 brick will hold our logo. 8x8 brick, granite tile in front of the building. Curt moved to purchase 4x8 brick for \$300. Carl Olson seconds. Motion carried.*

*GM October 2008*

8. *Curt Glasoe moved that the President send a letter to the congressional delegates and Governor that the NDSPLS wants the CORS stations to be operated and funded as in the past. Seconded by Ken Link. Motion carried.*

*GM February 2009*

9. *Curt Glasoe moved that NDSPLS donate \$100 to assist in maintenance costs for the Lewis and Clark Monument, Steve Langlie seconded. Discussed having this as a separate line item or taking it out of miscellaneous income. It was noted that if we have other monument's we do not want to tie this in as a separate item, however felt we should have it as Monument Maintenance to allow for future monuments. Ken Link moved that we create a separate line-item Monument Maintenance. Curt seconded. Motion carried to create a second line item.*

*GM February 2011*

10. *D&O Insurance (Discontinue) - Aaron moved that NDCC does not require it nor does NDSPE board members have it and moved that we discontinue the insurance and perhaps use that line item for another expenditure. Curt Glasoe seconded, carried.*

*GM 2-8-2012*

11. *MATHCOUNTS - Tim Langerud moved that we add a line item for MATHCOUNTS and do a yearly donation of \$500.00 Curt Glasoe seconded, Discussion, then motion was modified to take the \$500 from bylaws and legislation for this year. Motion carried with one opposing.*

*GM 2-8-2013*

12. *Policy Procedure Manual - Jeff Jelinek stated that last names need to be provided on motions.*

*GM 2-6-2015*

13. *Hold Harmless Agreement Regarding the value of items that are on display at the Board of Registration Office. Curt Glasoe moved to approve the Hold Harmless Agreement with the Board of Registration, Kevin second, carried.*

*BD 8-19-2016*

#### ***W. NDSCS Foundation / Endowment***

1. *Matt Weeks moved that the Board of Directors invest \$25,000 that is currently authorized in the budget to the NDSCS Foundation. Ken Link second, carried.*

*GM 1-27-2016*

#### ***X. NSPS/ASCM***

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

*BD September 25, 1993*

2. *New NSPS Organization Recommendation: Curt moved that we support NSPS's separation from ASCM. Bob seconded. Motion carried.*

*BD October 2010*

3. *NSPS National voice: Curt asked if we want to send a vote to National regarding ACSM and NSPS regarding this. Curt asked for direction when he goes in July as to how to vote whether to work with them or split off. Tim moved to have NDSPLS' NSPS Governor Curt Glasoe bring to the NSPS/ACSM Annual Meeting the message that NDSPLS is in support of NSPS continuation with ACSM with the conditions of equal representation to reflect membership numbers. Andra seconded. Motion carried.*

*BD April 2011*

4. *Curt moved that we (Board of Directors) recommend to the membership go with 100% membership with NSPS and work on the details later. Larry seconded. Curt amended his motion to put it on the ballot. Larry seconded. Carried*

*BD December 5, 2012*

5. *NSPS 100% Membership - Curt Glasoe moved to direct the NDSPLS Board to negotiate the memorandum of understanding with NSPS, Carl Vender seconded, carried. Noted dues will increase \$40.00 to cover this proposed item.*

*GM 2-8-2013*

6. *NSPS 100% Membership - Carl Vendor moved to consider voting on the Registered Membership dues to increase them to \$110/year starting January 2014. Steve Langlie seconded, after discussion Carl amended his motion that dues for 2013 by \$75.00 plus whatever is negotiated with NSPS, Steve seconded, motion carried with one opposed.*

*GM 2-8-2013*

7. *Conference call - NSPS 100% Membership - Curt moved to pass the MOU with revisions on unanimous ballot, Steve L. seconded, carried.*

*BD 11-1-2013*

8. *Young Surveyors - Curt Glasoe moved that the budget provide for travel costs for a young surveyor or secretaries to attend the NSPS fall meeting. Aaron Hummert seconded. Curt noted that we would only provide for our rep to the Young Surveyors or an alternate to attend. Motion carried.*

*BD 8-7-2015*

9. *Young Surveyors - Jason ness stated the FIG is having a meeting the Minnesota surveyors meeting in February and he intends to attend. Steve Langlie moved to cover travel expenses either out of NSPS travel or board travel. Charles Rebsch seconded. Note that we can create a line item in the agenda for future years. Motion carried.*

*BD 12-8-2015*

## **Y. Public Information**

1. *Aaron moved to promote the surveying profession at career fairs by setting up a communication network for the Board of Registration. The chair of the Public Information Committee chair will be the contact for the Board of Registration in matters promoting the profession at career fairs, etc. Ed Rintamaki Second, motion carried.*

*BD 1-27-2016*

2. *Rod Westrum moved to make a resolution by the membership to give the direction to the Industry Committee to pursue with the agencies and other*



organizations, NSPE and various industry companies to adopt a proposed standard for pipeline easements that we use the state land trust standards. Charlie Brown second. Rod Westrum amended the motion to change the pipeline to utility easement, Curt Glasoe second with amendment. Carried.

GM 1-29-2016

3. Drainage easements/Additional Roadway Easements - Curt Glasoe moved to support Missouri Breaks chapter in drainage easement issues dealing with Williams County. Kevin second, carried. Curt moved to support Missouri Breaks in the right of way without compensation issue. Jason second, carried.

BD 8-19-2016

4. National Surveyors Week - Curt moved that NDSPLS cover the mall cost of \$475.00 (vendor fee) and authorize the chairman to sign the agreement with the mall. Steve L. will chair and work with the Board of Registration. Ed second, carried. This could be held in conjunction with the Class B. tournament. Curt G. moved to increase the Public Information budget by an additional \$1000 for surveyor's week.

BD 2-8-2017

5. Career Day - Aaron moved that we (NDSPLS) fund \$1000 to apply to business cards, promotional flyers in the intent to work towards a package that can be assembled for all members to promote (the profession). Jason Main, second, carried.

BD 8-17-2017

6. Border Monumentation Project - Regarding a 10 mile segment in Emmons County where a road is on the state line. Larry Smith suggesting a sign with our logos (NDSPLS and SDSPLS) be put up near the restored corners in the 10 mile segment. Steve Ackerman moved that we provide the support of the society to use the logo on the ND/SD border project. Steve Langlie second, carried. Foundation funds could be used to support this effort.

BD 8-17-2017

7. Career Outreach and Education - Jeff Jelinek motioned that chapter presidents come up with a contact from each chapter at the next meeting for outreach and education. Rob Illg second, carried.

BD 10-11-2019

8. Aaron Hummert made a motion to sign up for the (NDSCS sponsorship) program if NDSPLS is allowed to be part of that program and get word out to the public about the program through the Public Information Committee. Curt Glasoe second, carried.

BD 10-11-2019

9. (In person and zoom) Great Western Cattle Drive Carl Olson moved to authorize the president to create a task force to move forward on the ND Great Western Cattle Trail Project. Ed Rintamaki second, carried.

BD 8-11-2021

10. Special Committee of Industry Concerns - Aaron Hummert moved to create a special committee for industry concerns and pursue a chairman for it. Curt Glasoe seconded. Carried. Primary concern for this committee would be (blanket) pipeline

easements.

BD 5-1-2015

## **Z. Monument Recordation**

1. *Matt Krebs reported that they are working on putting the corner recordation's online. There are a couple of avenues we are looking at for this – one is through NDRIN and one is through the State Water Commission. If we go through the Water Commission this would more than likely result in legislative action.*

*BD February 20, 2008*

2. *The Monument Recordation Form will be kept on hand at the Board of Registration's office. Curt asked for implementation date and how to get the info to the members. Todd questioned the need to implement this in our recommended guidelines and if that was the case, Steve Swanson should be the contact. Tim asked if we would be able to put this in auto cad format and if not if the state would allow us to redo the form to place it on the website and if so and if it would be considered an official form. Cliff noted they can make this available at the education seminar. Discussed having a BSC student draw it up and put in a CAD format and pay up to \$100 to have it done. Bob moved to authorize spending up to \$200 to get this form in AutoCAD format whereas BSC or someone could do it. The monies will come out of Public Information. Tim seconded. The form will be placed in guidelines and practice and on the website. Tim will see Dave Sagsveen and will ask him on Monday if he has a student who would be willing to do this. With no further discussion, Motion carried.*

*BD October, 2010*

3. *Monument Recordation Form: Steve moved and we accept the form as it is now with no changes. Matt Weeks seconded. Motion Carried*

*GM February, 2011*

4. *Corner Recordation Act - Curt Glasoe moved to make the Survey and Corner Recordation Act (NDCC 47-20.1) the same as the model law definition outlined in NDCC 43-19.1. Tom Weigel second, carried.*

*BD 2-5-2020*

5. *(Zoom Meeting) Corner Record Form - Rob Illg moved to approve the form as presented with any minor edits deemed necessary. Brett Zeltinger second, carried. (Will be forwarded to the Board of Registration)*

*BD 8-11-2021*

6. *Corner Record Form - Jason Ness moved to present the new form to the Board of Registration. Brett Zeltinger second, carried.*

*BD 11-29-2021*

## **AA. Travel**

1. *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.*

*GM February 5, 1986*

2. *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.*

*BD March 8, 1990*

3. *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.*

- 4.
- *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.*

*BD November 16, 1995*

5. *Curt moved that people who are asked to testify for the legislative session be reimbursed for mileage at the IRS rate. Bob seconded. Discussed rooms or meals, it was noted that generally the hearings are only an hour and there would not be a need for overnight stays, etc. and at this time just mileage would be considered. Motion carried.*

*April, 2010*

6. *Travel Policy Aaron handed out the proposed policy noting it was modified to say mileage would be paid at IRS rates. Carl Vendor moved to approve the travel policy, Leroy seconded, following much discussion regarding guidelines Carl Vender moved to modify the motion to expenses are generally not reimbursable. Note that when you do your report you will need it qualified. Questioned if we could cut out limousines. Russ Kastle seconded, additional discussion regarding hotels, luxury vs. standard, proper procedure is to stay at hotel when convention is being held. Carl modified his motion to change it to General Guidelines, Russ seconded, President Langlie called the question of changing the travel policy with modifications discussed, motion carried.*

*GM 2-12-2014*

**BB. Trigstar**

1. Steve Langlie moved that \$300 of our Trigstar funds be donated to MATHCOUNTS. Russ Kastle seconded, carried.

GM 2-10-2012

2. Jeff moved to increase the Trigstar budget to pay the past students the fees that are owed which would be an increase to \$1300 to cover the past two years plus this year out of the 2012-13 budget. Tim seconded, carried.

GM 2-8-2013

**CC. Website**

1. 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.

BD April 30, 2005

2. 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.ndspls.org](http://www.ndspls.org). We will maintain the same site address.

BD February 15, 2006

3. 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.

BD December 5, 2007

4. Curt moved we place classified ads on the website for a charge. Aaron seconded. Discussed the charge, it was noted that we should let the administrative secretary determine charge. Aaron noted Texas does have classified ads, the website is [www.tsps.org](http://www.tsps.org). Questioned possibly having a cutoff date that they could have it listed until it is removed. Curt noted perhaps having the administrative secretaries do some checking on surrounding area costs for posting the ads, Aaron noted that we could generate more interest on the site with Google. Curt noted that we approve at this time and have the administrative secretaries come back at a later meeting with the costs. Motion carried.

BD April 2010

5. Tom Leshovsky moved to approve funds (\$3000) for a new website. Rob Illg second, carried.

GM 2-6-2019

**III. Policy Statements**

