

POLICY MANUAL
of the
**KENTUCKY ASSOCIATION OF PROFESSIONAL
SURVEYORS**

Adopted by the Board of Directors

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KENTUCKY ASSOCIATION OF PROFESSIONAL SURVEYORS

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Organization Chart

Each of the executive officers will be responsible for the activities and reporting of certain specific committees. The following Organization chart indicates the committees for which each executive officer is responsible. Thirty days prior to each board meeting, the officer will contact the chair of each committee for which that officer is responsible, and determined if the chair person is planning to attend the board meeting. The officer will remind each chair to submit a report in writing to the Executive Secretary at least twelve (12) days prior to the board meeting. In the event that the committee chair has a report and will not be attending the meeting, the officer will be responsible for presenting the report at the board meeting.

President

Ethics and Professional Practice
KSPE Liaison
State Board of Registration Liaison

President-Elect

Nominations

Immediate Past President

Past Presidents
Legislative
Professional Development

Secretary

Education
Membership
Minimum Standards

Treasurer

Finance
Scholarship

Vice-President for Internal Affairs

Policy Manual

By-Laws
Publications / Newsletter
Any special committee assigned

Vice-President-for External Affairs

Program
Annual Picnic
Annual Conference
Kentucky-Tennessee State Line
Public Relations
County Surveyors
Any special committee assigned

This Policy Manual will amplify and support the Constitution and By-Laws of the Association. In the case of conflict between this Policy Manual and the Constitution and By-Laws, the Constitution and By-Laws will govern. It will be the policy of the Kentucky Association of Professional Surveyors to follow and act in accordance with the duly adopted Constitution and By-Laws of the Association.

OFFICERS, BOARD OF DIRECTORS AND COMMITTEES

The Association will have officers, Board of Directors, and standing committees as set out in the By-Laws. In addition, the President may appoint other committees as needed.

Duties of the Officers

President

Duties and responsibilities of the President are defined in the By-Laws of the Association and amplified in this document. The President will have such duties, responsibilities, and privileges as are set out in the By-Laws.

BY-LAWS DEFINITIONS: Article V, Section 3

The President shall be the principal elective officer, Chairman of the Board of Directors, and Chairman of the Executive Committee of KAPS. He shall perform such duties as are ordinarily incident to the office of president or as may be prescribed by the Board of Directors. The President shall be responsible for the operation of KAPS and he shall provide the Secretary with a copy of all official correspondence he may conduct on behalf of KAPS.

Additional duties of the President

The President will have the following duties in addition to those set forth in the By-Laws:

1 . Upon being installed in the office at the annual meeting, the President will appoint a chair for each of the standing committees. The president may appoint such additional committees as needed. Additional committees may be appointed at the annual meeting or at any time during the year.

When a special committee is appointed, the President will give the Committee Chair a written charge for the committee. The charge will specify what the committee is to do, provide a reasonable time for the work, and a target date for the work to be finished and a report made to the Board of Directors. The President will assign the committee to one of the officers for administration as indicated in the organization chart.

A. The Standing Committees are listed below:

- ** 1. Nominating
- 2. Finance
- 3. Ethics & Professional Practice
- 4. By-Laws
- 5. Membership
- 6. Program
- 7. Education
- 8. Legislative
- 9. Public Relations
- 10. Publications

** The By-Laws provide that the President-Elect is chair of the nominating committee.

B. Special Committees

Special committees may be appointed to achieve any purpose or goal of the Association.

2. Make any other appointments needed during the year.

3. Represent the Kentucky Association of Professional Surveyors at meetings of other state Surveying Societies and Associations to which invitations are received. Attend the ACSM/NSPS Annual Meeting. The President will endeavor to appoint one member to attend those meetings if unable to attend. (The ACSM/NSPS annual meeting is the spring meeting.) Another officer would be the preferable candidate assigned to attend if the President is unable to do so. At the ACSM/NSPS annual meeting, the President should attend the meetings of the NSPS Board of Governors and the NSPS Board of Directors.

4. The President will be a member of a team composed of the President, President-Elect, Vice-President of Internal Affairs and Vice-President of External Affairs, one of whom will attend at least one regular meeting of each KAPS Chapter during the fiscal year.
5. Within the first thirty (30) days after assuming the office, the President will distribute a list of the planned Board of Directors meetings to the members of the Board. This list should be complete with date, time, and place and will comply with the requirement in the By-Laws that the Board of Directors meet in May and November and at the annual meeting. At the option of the President, the schedule may include other meetings. The President will ensure that all meeting notices comply with the By-Laws of KAPS. Within sixty days after assuming the office, the President will prepare and distribute to the Board of Directors, a list of all Committee Chairs. The list will include committee, name, address, telephone and FAX number, and email address.
6. With the Vice-Presidents and the President-Elect, plan a program for all guests at the annual conference, select an appropriate gift for official guests and deliver it to them during their visit. Ensure that each invited guest has a host for the meeting.
7. Prepare President's Report for each issue of the Association Newsletter, Interior Angle.
8. Develop an agenda for each meeting of the Board of Directors or the general membership.
9. Ensure that the Board of Directors considers "Surveyor of the Year" Award and selects a recipient.
10. Preside over all official functions of The Kentucky Association of Professional Surveyors. In the event that the President is unable to serve, the President-Elect will preside over the function. In the event that neither the President nor the President-Elect are able to serve, the board will designate another officer to serve.
11. Serve as a member of a team consisting of the President, President-Elect, and Secretary-Treasurer to follow motions from minutes to determine compliance with Board actions. This team will communicate (by phone or otherwise) within fifteen (15) days following a board meeting to review board actions and the steps necessary to monitor compliance with these actions.
12. Keep the President-elect well informed about issues and business items which may require decisions during the following year.
13. Select recipients and present the following awards if the President chooses to do so:

Outstanding Achievement Award
Frontiersman Award.

The President will decide whether to present those awards and will select the recipient if they are to be presented.

14. Be responsible for the activities of the committees indicated in the organizational chart.

15. Establish an understanding with the Executive Secretary concerning the nature and quantity of correspondence received in the KAPS Office which is to be copied and furnished to the officers, directors, and/or chairpersons.

16. Along with the President-Elect, be responsible for resolving issues brought forth by the staff of KAPS.

President-Elect

ARTICLE V, SECTION 4

The President-Elect shall succeed to the office of President upon either the expiration of the previous president's term of office or should the office of President become vacant at any time. The President-Elect shall be the Chairman of the Nominating Committee and may have such other duties as may be assigned by the Board of Directors. In the absence of the President, the President-Elect shall preside over any meeting of the Executive Committee.

Additional duties of the President-Elect:

1. The President-Elect will recruit committee chairs and members for committee appointments to be made at the beginning of the Presidential year. These appointments and the committee charges will be presented to the new KAPS Board of Directors at its first meeting, which is the general membership meeting conducted at the annual meeting.

2. The President-Elect will determine nominees for all inter-association delegate appointments during this year. These appointments and their charges will be presented to the new KAPS Board of Directors at its first meeting, which is the general membership meeting conducted at the annual meeting.

3. Plan with the President and the Vice-Presidents, a program for all official guests at the annual conference and act as official host of guests, select and secure an appropriate gift for each guest. It may sometimes be appropriate to enlist an Association member to host a guest while at the meeting.

4. Serve as part of a team consisting of the President, President-Elect and Secretary

and Treasurer to follow motions from minutes to determine compliance with Board actions. This team will communicate (by phone or otherwise) within fifteen (15) days following a board meeting to review said board actions and the steps necessary to monitor compliance with these actions.

5. A member of the following team: President, President-Elect, Vice-President of Internal Affairs and Vice-President of External Affairs, will attend at least one regular meeting of each KAPS Chapter during the fiscal year.

6. Obtain and present a gavel to the outgoing President

7. Be responsible for the activities and reports of the committees indicated on the organizational chart.

8. Become acquainted with the duties of the President

Vice-president for Internal Affairs

ARTICLE V, SECTION 5

The Vice-President for Internal Affairs shall be responsible for monitoring those affairs internal in nature to the operation of KAPS. He shall be responsible for supervising those Standing and Special committees designated by the Board of Directors .

Additional duties of the Vice-President for Internal Affairs:

1. The Vice-President for Internal Affairs will be responsible for monitoring the functions and ensure performance of the committees indicated in the organizational chart.

2. A member of the following team: President, President-Elect, Vice-President External Affairs, Vice-President Internal Affairs, will attend at least one regular meeting of each KAPS Chapter during the fiscal year.

3. Secure committee reports from the appropriate committees before each Board of Directors meeting.

4. Plan with the President, Vice-President for External Affairs and the President-Elect, a program for guests at the conference, and act as official host of guests.

The Vice-Presidents are to act as the official host for invited guests or enlist a capable host from among the members. It will be part of the duties of the host to be sure that guests are entertained, that they have someone with whom to be seated at meals and that they are informed of meeting locations.

Vice-president for External Affairs

ARTICLE V, SECTION 6

The Vice-President for External Affairs shall be responsible for monitoring those affairs external in nature to the operation of KAPS. He shall be responsible for supervising those standing and special committees designated by the Board of Directors.

1. The Vice-President for External Affairs will be responsible for monitoring the function of the committees indicated in the organizational chart.
2. A member of the following team: President, President-Elect, Vice-President for External Affairs, Vice President for Internal Affairs, will attend at least one regular meeting of each KAPS Chapter during the fiscal year.
3. Secure committee reports from the appropriate committees before each Board of Directors meeting.
4. Plan with the President, President-Elect, and the Vice-President for External Affairs, a program for guests at the conference and act as official host to guests. The Vice-Presidents are to act as the official hosts for these guests or enlist a capable host to act in that capacity. It will be part of the duties of the host to be sure that guests are entertained, that they have someone with whom to be seated at meals and that they are informed of meeting locations.

Immediate past president

The Immediate Past President will provide advice and counsel and lend the advantage of past experience to the successful achievement of all Association objectives.

Additional duties of the Immediate Past President

1. Serve as a member of the nominating committee.
2. Serve as chairperson of the Past Presidents committee. The committee will be composed of all past presidents of the Association.
3. Be responsible for the activities of the committees indicated in the organizational chart.

Secretary

ARTICLE V, SECTION 7

Except for the accounts of the Treasurer, the Secretary shall be the Custodian of the records of KAPS. The Secretary shall keep a record of the proceedings at each meeting of the general membership, Executive Committee and Board of Directors. He shall report the minutes of any meeting to all members of the Board of Directors within thirty (30) days of adjournment of the meeting. He shall keep a complete file of all activities of KAPS including correspondence and turn same over to his successor upon completion of his term of office. He shall keep an accurate copy of the original By-Laws, with every amendment made thereto, in order. He shall keep an accurate record of all rules and regulations as may be adopted by the Board of Directors. He shall be responsible for maintaining the membership roster. In the absence of the Secretary, an acting Secretary shall be appointed. In the performance of his duties, he may hire an Assistant Secretary subject to the approval of the Board of Directors.

Additional duties of the Secretary:

1. Report to ACSM/NSPS the names, addresses, and telephone numbers of new officers on Standard Form, KAPS-00001. This is to be done immediately after the annual meeting when those officers are installed. Furnish a copy of this information to the NSPS Area Director representing Kentucky.
2. Distribute to the Board of Directors minutes of all board meetings within thirty (30) days following the board meeting.
3. Serve as part of a team consisting of the President, President-Elect and Secretary-Treasurer to follow motions from minutes to determine compliance with Board actions. This team will communicate (by phone or otherwise) within fifteen (15) days following a board meeting to review board actions and the steps necessary to monitor compliance with these actions.
4. Maintain all meeting records and/or minutes: General membership, Executive and Board of Directors meetings.
5. Maintain complete files of all activities.
6. Develop and maintain a complete By-Laws manual; this file will consist of the original By-Laws and all subsequent duly adopted revisions or amendments. Have a copy of the current By-Laws with revisions at each meeting, be familiar with the content and be able to provide an opinion on any question regarding the constitution or By-Laws.
7. Maintain a complete record book of all KAPS policies, rules and regulations.
8. Keep all corporate records of the corporation (KAPS)
9. Keep and maintain an Official Membership Roster
10. Maintain a list of persons attending meetings and notify Board of Directors of a director's absence of two (2) consecutive meetings for their action.
11. Nothing contained in this Policy Manual will prevent the Secretary from enlisting

and utilizing the assistance of the Executive Director, Executive Secretary, Membership Chair, or any others to assist with these duties.

12. Act as Parliamentarian for the Board of Directors. In that capacity, be familiar with Roberts Rules of Order and provide an opinion when requested.

13. Determine the presence of a quorum prior to the beginning of each business session and inform the President at the appropriate time.

14. Be responsible for the activities of the committees indicated in the organizational chart.

Treasurer

ARTICLE V. SECTION 8

The Treasurer shall be the custodian of all funds. He shall make such disbursements as provided for in the annual budget and as may be authorized by the Board of Directors. He shall keep an accurate system of books and records and turn same over to this successor upon expiration of his term of office. He shall report, in detail, all receipts and expenditures to the Board of Directors and Executive Committee at such time as they may designate. The books of the Treasurer shall at all times be subject to verification and inspection by the Board of Directors. Funds may only be drawn upon the signature of the Treasurer, but Assistant Treasurers may be hired or appointed by the Board of Directors to assist the Treasurer in the performance of his duties.

Additional duties of the Treasurer:

1. The newly elected Treasurer will be responsible for securing quotations for the necessary bonding and submitting those quotations to the Board of Directors for their action. Cost of the bond for the Treasurer will be an expense of KAPS. The bond is issued to the off ice. In the event of a change of the person holding that office, the new Treasurer will obtain the necessary forms from the bonding agency and complete the name change filing.

2. The Treasurer will submit the financial records for an external audit every three (3) years or as directed by the Board of Directors.

3. The Treasurer will submit current financial reports at each meeting of the Board of Directors and meetings of Executive Committee, if requested.

4. Work with the Finance Committee to ensure that the Associations investment policy is followed when excess funds of the society are invested.

5. Serve as an ex-officio member of the finance committee.

6. Be responsible for the activities of the committees indicated in the organizational

chart.

Assistant treasurer

Duties of the Assistant Treasurer will be those specifically assigned by the Treasurer or the Board of Directors.

Inter-association Delegates

Inter-Association delegates will attend such meetings, functions, and carry on necessary communication with the association to which they have been assigned. Within a week of attending a meeting or performing other official function of the office, delegates will prepare a written report and submit it to the board.

NSPS Governor

Duties of the NSPS Governor will include the following:

The NSPS Governor will be chosen from among the Association members who hold membership in ACSM/NSPS. The NSPS Governor will attend the Board of Governors meetings at the annual and fall meetings of the National Society of Professional Surveyors, Inc., and the area meetings of NSPS Governors. The Governor will be the official representative of the Kentucky Association of Professional Surveyors at those meetings. The Governor will fairly and accurately represent the position of KAPS on any matter before the board of governors if the matter has been considered by the Board of KAPS and a position taken. In matters which have not been acted upon by the Board of KAPS, the Governor will use discretion and judgement in acting for the Association. In the event the Governor is unable to attend any official Governors meeting, he will furnish a proxy designating another person to fulfill the role of Governor at the meeting. The President of KAPS will be the first choice for proxy. In the event the President is unable to fulfill the role, another member of the Board of Directors will be chosen for the role.

The Governor or proxy in the absence of the governor, will prepare and furnish a written report to the KAPS office within fourteen calendar days following any official meeting. Normal distribution of the report will be to the board, the newsletter editor, and others as directed by the President.

The Governor will promote membership in NSPS and ACSM and will be familiar with the Articles of Affiliation with NSPS and ACSM.

State Board of Registration Liaison

The Board of Registration Liaison will attend all meetings of the State Registration Board. It will be the duty of the delegate to fairly and accurately represent the position of KAPS on any matter before the Board. The delegate will prepare and furnish a written report to the KAPS office within fourteen days after attending any official meeting as Liaison. Normal distribution of the report will be to the Board, the newsletter editor, and others as directed by the President.

KSPE Liaison

The KSPE Liaison will attend board meetings and the annual meeting of KSPE. It will be the duty of the delegate to fairly and accurately represent the position of KAPS on any matter before the Board. In matters which have not been acted upon by the Board of KAPS, the Liaison will use discretion and judgement in acting for the Association. The delegate will prepare and furnish a written report to the KAPS office within fourteen days after attending any official meeting. Normal distribution of the report will be to the board, the newsletter editor, and others as directed by the President.

Chapter chairperson

Duties of the Chapter Chairperson

1. Serve as a KAPS Director and act as the liaison between the local chapter and the KAPS Board of Directors. The Chapter Chairperson will designate an alternate, if unable to attend the KAPS Board of Directors meetings. In keeping with the By-Laws, this designation must be made at least ten (10) days prior to the scheduled meeting [Article VI, Section 7] and will be made to the KAPS President.
2. Name such committees as are appropriate for the chapter to function both on a state and local level.
3. Write a chapter report for each issue of the Interior Angle.
4. Name the conference committee at least one year prior to the time when their chapter hosts the annual meeting.
5. Work to expand and improve the Kentucky Association of Professional Surveyors and the surveying profession within the chapter area and the state.
6. Support the goals and objectives of the Kentucky Association of Professional Surveyors.

7. Furnish a written report of chapter activities to the Executive Secretary not later than twelve (20) days prior to each regularly scheduled board meeting.
8. Invite the KAPS president to at least one chapter meeting during the year.
9. Furnish a copy of the approved minutes of the chapter meeting to the KAPS office.
10. Serve as a member of the Nominating and Professional Development committees.
11. Review chapter By-Laws with the chapter and make any changes needed to comply with the current state constitution and By-Laws.
12. Provide a photograph of chapter officers for publication in the Association newsletter following the annual conference.

Executive Secretary

The Executive Secretary will be responsible to, and take direction from the Executive Committee. Duties of the Executive Secretary will include the following:

1. Distribute to the officers and Board members copies of:
 - A. Motions and action items, within 10 days after the date of each Board meeting.
 - B. Minutes within 30 days after the date of each Board meeting.
 - C. Officer, chapter and committee reports 15 days prior to each regularly scheduled Board of directors meeting.
2. Work with the President and the President-Elect on the agenda for each meeting.
3. Notify the appropriate officers of officer and committee reports which have not been received 20 days prior to any regularly scheduled Board meeting.
4. Notify chapter chairs whose reports have not been received 20 days prior to any scheduled Board meeting.
5. Distribute non-routine information and data received in the association office to the appropriate persons or committees within three days of receipt.
6. Establish and maintain a calendar of events and deadlines for recurring reports with a system of reminders. Publish the calendar in each issue of the association newsletter.
7. Assist the annual conference committee in planning and preparing for the annual meeting.

8. Attend all meetings of the executive committee, Board of Directors, general membership, and other official association meetings.
9. Attend other meetings such as the ACSM conventions when there are meetings, workshops, or other activities for newsletter editors or executive secretaries that may benefit the Association.
10. Maintain official records and files of the Association.
11. Correspond with other state societies and ACSM/NSPS as needed to maintain good communication.
12. Provide copies of the Association newsletter to other societies and organizations as needed or desired.
13. Be responsible for publication of the Association newsletter. Coordinate with the newsletter editor on the final product, gather articles, personal bits such as promotions, births, deaths, and arrange timely printing and distribution.
14. At the beginning of the presidential year, establish an understanding with the president of KAPS of the nature and amount of correspondence received in the KAPS office which is to be copied and provided to the Board.
15. Assist the Finance committee in preparation of the annual budget of KAPS.
16. Be responsible for the publication of the Association newsletter, Interior Angle. Coordinate with the Editor on the final product to be published. Be responsible for gathering articles, personal items such as promotions, births, and deaths, and ensure that they are included in the newsletter.
17. Supervise and direct any other staff employed by the Association.

Board of Directors

General Guidelines - Board of Directors Meeting

1. Each officer and committee report will be limited to five minutes. Any use of time beyond five minutes must be granted by another reporting officer or committee with an equal reduction in their time allowance. Enforcement of the time limit will be by the presiding officer.
2. It will be the ongoing policy of KAPS to eliminate discriminatory language in all official publications and communications either written or oral.
3. All official correspondence between committees will be sent to the KAPS office for

distribution to the appropriate persons or committees.

4. Meetings of the Board of directors will be advertised to and open to all classifications of membership.
5. Any KAPS member may speak on any issue before the Board or raise new issues at the appropriate time and in an orderly manner.
6. Only Board members or properly appointed committees may make motions.
7. Only Board members or their proxies may vote on any question before the Board.
8. All Board members are expected to submit a written report to the Board of directors at each meeting.
9. Whenever possible, directors and committee chairs should submit their reports, motions, resolutions, and requests, in writing to the Executive Secretary for distribution to the Board members prior to each Board meeting. These documents must reach the KAPS office no later than twelve calendar days prior to the Board meeting.
10. The Executive Secretary will mail a pre-Board packet to each Board member ten calendar days prior to each Board meeting. This packet will contain a tentative agenda and all reports, motions, resolutions, and requests to be considered by the Board.
11. Items 9 and 10 above are intended to aid in the timely and orderly progress of the Board meeting and to give each Board member sufficient time to properly study and consider the issues upon which they will be asked to vote at the meeting. Motions, resolutions, and reports requiring Board action may not receive a favorable hearing if they have not been properly distributed in advance.

Duties of the Board

The Board will appoint such Inter-Association Delegates as are needed. Appointments will be announced at the annual meeting, after the installation of officers. The Board at its sole discretion may appoint additional Inter-Association Delegates during the year if a need arises.

Executive Committee

The Executive Committee will be composed of the President, President-Elect, Vice President for Internal Affairs, Vice President for External Affairs, and the Immediate Past President.

The Executive Committee will have the following duties and responsibilities:

1. Make all administrative decisions for the Association except that the Executive Committee may not expend funds of the Association for items which have not been budgeted or approved by the Board of Directors.
2. Employ, direct, or dismiss as necessary, the Executive Director or Executive Secretary if the Association has such an employee.
3. Employ or authorize the employment of any other staff members which the Association may need.
4. Review and approve or reject for cause, any proxy submitted by a member of the Board of Directors who is absent from a board meeting. If a proxy is rejected, the Executive Committee will present to the Board of Directors and the person submitting the proxy the cause for which the proxy is rejected. Explanation to the Board of Directors will be made at the Board meeting for which the proxy is to be effective. Explanation to the person submitting the proxy will be made in writing within three days after the Board meeting for which the proxy was rejected.
5. Any other specific tasks assigned by the Board of Directors.

Conduct of Meetings

Meetings of the Board of Directors, the Executive Committee, and the General Membership of the Kentucky Association of Professional Surveyors will be conducted in accordance with Roberts Rules of Order.

Committees

GENERAL NOTES

Committees contribute greatly to the success of a professional society by distilling diverse interests and philosophies into a collective wisdom. Committees offer guidance to today's leaders and a training ground for future leaders. Committees are vital to the function of the Association, to educate, set standards, improve status, affect legislation, and the many other worthwhile efforts undertaken by KAPS. Committees can become ineffective from a lack of leadership or confusion over committee responsibilities. Committees can also become liabilities if they are not organized carefully and watched by the parent Association. Unauthorized acts or statements made by well-meaning committee members can result in legal difficulties for the entire society. An organization is legally responsible for actions taken by any of its members

when

1. The member speaks for the organization, and
2. "The member speaks within the scope of his apparent authority as well as actual authority".

Excerpt U.S. Supreme Court, 1982, ASME vs Hydrolevel.

All standing and special committees and task forces must represent their position and tasks accurately with the public. No committee or person may take action which may be construed as representing KAPS opinion or policy unless and until approval of the opinion or policy has been given by the Board of directors. Copies of all official correspondence will be mailed to the KAPS President, President-Elect, and the Executive Secretary and become a part of KAPS records.

Committees will be subject to the Board of Directors in all their actions. Without prior written authorization by the Board of Directors, no member of any committee may make any commitment on behalf of KAPS.

Committees Instructions

1. Keep officers and the state office informed of committee activities. All official correspondence will be mailed to the President, President-Elect, and the Executive Secretary. This does not include inter-committee memos and unofficial communication, but does include committee to committee memos.
2. Submit a written report to the Executive Secretary for distribution not later than 20 days before each regular Board meeting regardless of activity or lack thereof.
3. Each committee is to hold a meeting during or within 60 days after the annual conference. The previous chair should be present at this organizational meeting to assure a smooth transition.
4. Ensure that the committee does not take action which implements new policy or changes existing policy. Changes in Policy are the purview of the Board of directors.
5. All proposed actions, recommendations, or requests from any committee or task force must be by written report. Any such report that involves (1) expenditure of non-budgeted funds, (2) new policy for KAPS, or (3) any activity or action not previously mandated or approved by the Board of directors may not be submitted for action to the Board of directors unless the requirements of paragraph 2 above have been met and the directors have received personal copies of the report at least ten days prior to the meeting at which approval of the report is requested. In the event this requirement is not met, the Board of directors may accept the report as information only. Final action will be delayed until the next meeting occurring after the ten day period has elapsed. If the report involves the expenditure of non-budgeted funds, the Treasurer must be consulted as to availability of funds to accomplish the intended action. A source for funds must be identified in the report.

6. The President serves as an ex-officio co-chair, with vote, of each committee and receives copies of all correspondence and is invited to attend all committee meetings.
7. At the annual general membership meeting, each committee should submit a written report summarizing its years activities.
8. It is the responsibility of the committee chair to inform all committee members of all meetings. Advance notice of at least 10 days will be given prior to any regular committee meeting.
9. The chair will inform the President of any changes in the committee membership or any proposed changes in committee membership.
10. A committee chair, if appointed without committee members, may recruit additional members for the committee as deemed necessary by the chair. Additional committee members so recruited will become committee members when approved by the President.
11. Any written recommendation, motion, or resolution presented by a committee in a committee report to the Board is considered a proper motion or resolution, (even though the chair may not be a voting member of the Board) and no second is required in this case since the motion is made on behalf of a Board or committee.
12. Committee chairs and committee members serve for one year commencing immediately following the session at the annual meeting of the Association.
13. The committee chair will submit at least one article each year to the Association newsletter for publication.

Specific Duties of Standing Committees

NOMINATING COMMITTEE

The nominating committee will be chaired by the President-Elect. The committee will prepare a list of candidates for the membership to elect officers and members of the Board of Directors.

MEMBERSHIP COMMITTEE

The membership committee will be responsible for the activities of KAPS regarding membership. The committee will contact members whose dues have lapsed and attempt to return them to the membership. From time to time as the committee thinks best, the membership will conduct an appropriate membership drive.

FINANCE COMMITTEE

The Finance Committee will prepare the annual budget and will have supervision of the financial affairs of KAPS. As required, it will direct an audit of the Treasurers books. It will make recommendations to the Board of directors as to the amount of the annual membership dues, the investment of money and other financial matters. The Finance Committee will from time to time review the Investment Policy of the Association to ensure that it remains relevant and appropriate.

1. It is desirable that the chairperson have previously served as Treasurer, but the current Treasurer may not be the chair. The Treasurers' role is more immediate where the finance committee role is both supervisory and long range planning.
2. The Treasurer will furnish all pertinent information to the chairperson on a regular basis.
3. The finance committee should be apprised of the possible future financial needs of KAPS as discussed in the Board meetings.

PROGRAM COMMITTEE

The program committee will be responsible for supervising the planning for technical programs, seminars, the annual conference and any special meetings of the membership. The committee will be closely aligned with the Annual Picnic Committee, the Conference Committee, and the Professional Development Committee.

EDUCATION COMMITTEE

The Education Committee will administer the Scholarship Program of the Kentucky Association of Professional Surveyors. The Committee will receive and review applications for the KAPS Scholarship. The committee will select the appropriate recipient for the scholarship and present to the Board of Directors a recommendation for the award. The committee will assist with technical programs and seminars. The committee will assist any educational institution within the state or others selected by the Board of Directors, in upgrading or developing surveying programs and curricula.

LEGISLATIVE COMMITTEE

The Legislative Committee will review and recommend action on any proposed legislation which would impact the Profession of surveying. The committee will assist in the preparation and promotion of legislation which will be beneficial to the Surveying Profession.

ETHICS AND PROFESSIONAL PRACTICE COMMITTEE

The Ethics and Professional Practice committee will promote ethical conduct among Surveyors. The committee will receive and review any complaints filed with the Association and will recommend action to be taken by the Board of Directors.

PUBLICATIONS COMMITTEE

The Publications Committee will be responsible for all publications of KAPS. The committee may recommend the adoption or amendment of any publications policy which the committee deems advisable.

BY-LAWS COMMITTEE

The By-Laws Committee will thoroughly acquaint themselves with the By-Laws of KAPS. The committee will act as the interpreter of the By-Laws whenever interpretation is required. The committee will be responsible for informing the Board of Directors when any action or contemplated action of the Board appears to be in conflict with the By-Laws. Upon request from the Board of Directors, the By-Laws committee will prepare any requested changes to the By-Laws to be voted upon by the Board of Directors and the General Membership.

PUBLIC RELATIONS COMMITTEE

The Public Relations committee is responsible for an ongoing public relations effort on behalf of the Association and the surveying profession. The committee will be alert to the opportunity and prepare news releases whenever any news worthy item reflecting favorably upon the profession can be utilized. The committee should be alert for favorable items involving a member of the profession.

PAST PRESIDENTS COMMITTEE

The Past Presidents Committee will provide advice and council to the Board of Directors of the Association. The committee will be charged with annually reviewing long range goals for the Association and keeping those goals before the membership and the Board of Directors. Members of the committee will be all Past Presidents who are members in good standing.

COUNTY SURVEYORS COMMITTEE

The County Surveyors Committee will assist the Legislative Committee in the formulation and approach to legislation affecting the Office of County Surveyor. The committee will maintain such liaison with county government as seems appropriate.

Specific duties of Special Committees

STANDARDS OF PRACTICE COMMITTEE

The Standards Committee will prepare and maintain a manual of Practice which will be representative of the currently accepted level of practice of Surveying by members of KAPS.

TELLERS COMMITTEE

The Tellers Committee will be charged with counting the ballots from the annual election of officers and directors by the general membership. The committee may be called upon at any time the Board of Directors has a need for their services. The committee will make a fair and impartial count and report the results of the count to the Board of Directors. The Tellers will safeguard and protect the ballots until the results have been accepted and approved by the Board of Directors and the destruction of ballots has been authorized.

ANNUAL MEETING COMMITTEE

The conference committee will arrange and direct the annual conference membership meeting. The committee will work closely and coordinate efforts with the Program Committee. This committee will be chaired and vice-chaired by members from the host chapter. At least one member of the committee will be a member of the chapter which will host the conference the following year.

The committee will arrange facilities for the final Board Meeting the evening before the conference begins.

The following guidelines are offered to assist the committee in planning the annual conference. These guidelines are general in nature to allow for individuality in planning a conference.

1. Exhibit Hall

- a. Booths, 8' x 10' is normally sufficient (20 booths)
- b. Walkways, adequate (10 to 12 feet wide)
- c. All exhibits in one room
- d. Exhibits should be close to meeting rooms
(exit meeting rooms through exhibit area if possible)
- e. Adequate electrical outlets (2 or more per booth)
- f. Staff a booth for membership activities of KAPS and ACSM/NSPS.

2. Exhibit Support Facilities

- a. Arrange for a decorator
 1. Carpeted booths
 2. Rear & Side Drapery
 3. 1 Table & 2 Chairs per booth
 4. Sign to identify each booth
 5. The decorator should be familiar with the facility
- b. Electrical Service
 1. 2 or more outlets per booth
- c. Security
 1. Security officer in exhibit area each night
 2. Exhibit area must be capable of being locked

3. Exhibit Timing

- a. Exhibits should be open a minimum of 12 hours during the course of the conference. A portion of the exhibit time should be at a time when the technical sessions are not in progress.
- b. Allow sufficient set-up and tear-down time for the exhibitors. Normally set-up will take 4 to 6 hours and tear-down approximately 2 hours. The decorator may require additional time for this work.

4. Meeting Rooms

- a. Annual meeting and general sessions will need to handle 100 people minimum (theater style)
- b. Two (2) additional rooms for 50 people each (classroom style)
- c. Audio & visual aid equipment should be available
- d. Support rooms
 1. Hospitality Room 1-2

2. Committee Meeting Room 2-3
3. ACSM/NSPS Meeting Room 1-2 (optional)

5. Food Service
 - a. Luncheons (2) & Dinner/Banquet (1)
 - b. Past Presidents Breakfast
 - c. Coffee/Soft Drinks for sessions breaks
 - d. Coffee & Pastry in Exhibit Area each day
 - e. Cocktail Hour in Exhibit Area; please poll the exhibitors regarding their wishes

6. Social Activities
 - a. Banquet Entertainment
 - b. Tours & Activities for Spouses
 - c. Evening Shows, if available

7. Technical Program
 - a. General Sessions - topics of general interest
 - b. Seminars - specific topics (continuing education)

8. Finance
 - a. Preliminary budget to be prepared and submitted to KAPS Board for review and approval (copies of previous conference budgets should be furnished to the current committee)
 - b. Approved budget must be adhered to unless prior authorization is given by the KAPS Board for any changes
 - c. KAPS Board will provide seed money as negotiated with the conference committee
 - d. All contracts shall receive prior approval by the KAPS Board. It is suggested that preliminary discussions be conducted with the prospective facilities and that this information be presented to the KAPS Board for discussion. The KAPS Board and the committee would then agree upon a range of terms, thus allowing the committee to finalize the necessary agreements within this range.

9. Conference Management
 - a. Pre-registration will be handled through the KAPS office.
 - b. Exhibitors should be solicited by the conference committee. A file of past exhibitors will be maintained by KAPS and furnished to the committee

10. Miscellaneous
 - a. The president of each adjoining state and each state in NSPS Area 3 should be invited to attend the conference as a guest of the Association. Guests from the states should be provided complimentary registration and should be responsible for the cost of their room.
 - b. Representatives from ACSM and/or NSPS should be invited to attend the conference as guests of the Association. Guests from ACSM/NSPS should be provided complimentary registration and a complimentary room.

11. Establish an office at the conference site for use by the Executive Secretary, officers, and committee chairs to conduct business of the Association.

CONFERENCE TIMETABLE

24 months The host chapter should be confirmed by the KAPS Board

22 months The conference committee will be named

18 months The conference committee will confirm the location and facility; secure KAPS Board approval of location & facility. The seed money should be advanced between 12 & 18 months prior to the planned conference. During this 12 - 18 month lead time period, the committee should finalize the contract with the host facility.

12 months The conference committee will meet at the annual meeting one (1) year in advance of their conference. At that time, a preliminary program and other important information should be presented to the KAPS Board for approval; this includes the spouses or companion program.

11 months Conference committee should begin monthly meetings to monitor all details and address any necessary changes

10 months Send first announcement to the potential exhibitors. Confirm all exhibit area details with the conference facility

8 months Finalize the conference program in detail. Send second notice to all potential exhibitors. Issue invitations to ACSM/NSPS guests and to adjoining state presidents. Meet with the host facility to confirm all details and arrangements.

6 months Send first announcement to KAPS members and/or others. This mailing should include the available program detail

4 months Consider biweekly meetings to maintain control of any potential conflicts or changes. Begin telephone contact with the confirmed and potential exhibitors.

3 months Finalize the menu with the host facility. Ensure that the prices are guaranteed. Mail conference program and application to surveyors.

2 months Meet with each speaker or presenter; confirm their equipment and supplies needs. Complete the program outline for schedule and times. Consider the need to meet weekly.

1 month Set and order the number of meals (general round numbers); set

coffee break menu and numbers; set afternoon break menu and -numbers; set banquet menu and numbers. Receive biographies from each speaker and presenter. Mail detailed program and application form to surveyors.

DUTIES OF HOSTS OF SOCIETY GUESTS

Those who are appointed to host guests of the society will,

- a. ensure that the guest is made to feel welcome,
- b. assist with registration and provide information,
- c. ensure that the guest knows the location of all meetings and meals,
- d. ensure that the guest has someone with whom to be seated at meals which are a part of the conference,
- e. ensure that guests are introduced to Association Officers,
- f. ensure that guests have suitable meal accommodations at dinner when the meal is not a planned conference activity. This may involve inviting the guest to dine with the host and friends. It is not necessary that the host pay for the guest's meal.
- g. Call or write the guest one week prior to the conference to confirm attendance. If possible, arrange for transportation from the airport to the conference site for guests who will arrive by air.

Hospitality extended to a guest of the Kentucky Association should become legendary. The hospitality shown to guests of the Association has more effect upon the way the Association is perceived nationally than any other one thing.

ANNUAL PICNIC COMMITTEE

The annual picnic committee will be charged with selecting a location and planning a picnic for the membership. The committee will select a date when schools are out for the summer.

PROFESSIONAL DEVELOPMENT COMMITTEE

The Professional Development Committee is responsible for organizing and promoting the Professional Development Seminars sponsored by KAPS. The committee will strive to provide quality education opportunities meeting all regulatory requirements within each chapter area each year. The committee will work closely with the Education Committee to prevent any overlap of programs and conflict of purpose.

BOARD OF LICENSURE APPOINTMENTS

KENTUCKY ASSOCIATION OF PROFESSIONAL SURVEYORS BOARD NOMINATION INFORMATION

The Kentucky Association of Professional Surveyors (KAPS) was granted the statutory

authority to participate in the selection of names to be presented to the Governor of Kentucky for nominations to fill vacancies in the land surveying positions on the Kentucky State Board of Licensure for Professional Engineers and Land Surveyors. This legislation was adopted by the action of the Kentucky General Assembly in 1998 and was a comprehensive rewrite of Kentucky Revised Statute (KRS) 322 which governs the practice of both engineering and land surveying in the Commonwealth of Kentucky. KRS 322 provides for certain criteria for all individuals who would be considered candidates for the land surveying positions on the licensure Board. For an individual to be considered, they must meet the following guidelines:

1. be a citizen of the United States;
2. have been a resident of Kentucky for five (5) years
3. have been engaged in the practice of land surveying for at least twelve (12) years
4. have been in responsible charge of land surveying work or responsible charge of land surveying teaching for at least five (5) years;
5. have been registered for at least four (4) years prior to the date of appointment.

In addition to the statutory requirements, KAPS believes it is important to consider other aspects regarding an individual's demonstrated commitment to key issues related to the land surveying profession. The KAPS evaluation of potential candidates for Board nominations will also consider the following important elements of the individual's involvement in the profession of land surveying:

- a. The individual's professional involvement in the surveying community, including positions and offices held in KAPS;
- b. Possible time constraints on the individual due to their involvement with civic, church, and other organizations and other commitments of a personal or family nature;
- c. An individual's personal and professional views of key surveying issues such as (but not limited to) continuing professional development, minimum standards, Board structure and operations, and surveying ethics;
- d. An individual's personal and professional goals for surveying and for the Board;
- e. An individual's demonstrated sustained interest, involvement and dedication to the profession of land surveying.

Selection Committee Composition

The selection committee will consist of five (5) KAPS members as follows:

1. A minimum of three (3) members of the current KAPS Board of Directors
2. Nominations for the remaining committee members solicited from the KAPS general membership.
3. No more than two (2) selection committee members may be selected from any one chapter, with consideration given to the geographic makeup of the selection committee

4. All to be nominated by a KAPS Board member and to be elected by the full KAPS Board.

KAPS BOARD NOMINATION PROCESS

The following deadlines will be in effect to assure that the selection process proceeds in a timely manner to comply with the statutory requirement of having Board nominations submitted to the Governor sixty (60) days prior to the expiration of existing terms:

April 1 Solicit names from the Chapters, the KAPS Board of Directors and Committee Chairman. This should be accomplished by letter from the KAPS President to these parties. Further, a notice to the general membership regarding the request for nominations will be run in the Interior Angle issue closest to this date. All KAPS members are eligible to submit such a nomination. All nominees will be contacted and express their willingness to serve prior to the nomination being submitted for consideration

June 1 Questionnaires sent to all individuals who have been nominated

July 1 Strict deadline for completed questionnaires from the candidates.

July 8 Check names with the Board of Licensure to determine if there is any enforcement issue with these individuals.

August 15 Deadline for selection committee to make their initial evaluations and reduce the field to five (5) names per Board position

August 22 Selection committee will submit the list of five names to the corresponding KSPE Committee and the KAPS Executive Committee for review and comments. All comments will be made in writing to the selection committee.

September 15 The selection committee will conduct interviews with the five (5) candidates no later than this date.

October 15 Selection Committee will meet face to face to make their final determination of the three (3) persons who will be recommended for the Board position.

November 1 The final list will be submitted to the Governor's Office jointly with KSPE

