



# **CHAPTER HANDBOOK**

**May 2020**

# TABLE OF CONTENTS

<b>Section 1: Introduction</b> .....	3
<b>Section 2: Purpose of the Chapter</b> .....	4
1. What is a CLSA Chapter.....	4
2. Importance of the Chapter.....	4
<b>Section 3: Establishing a Chapter</b> .....	5
1. CLSA Bylaws – Article VIII .....	5
2. First Steps.....	6
3. Startup Meeting – Sample Agenda .....	6
4. Submitting Required Material .....	7
<b>Section 4: Maintaining a Chapter</b> .....	8
1. Keys to Success.....	8
2. Chapter Meetings.....	8
3. Antitrust Laws and the Association .....	8
4. Sample Meeting Schedule .....	9
a. Speakers.....	10
b. Door Prizes .....	10
<b>Section 5: CLSA Chapter Leadership</b> .....	11
1. Perks of Being a Chapter Leader .....	11
2. Chapter Leadership Roles .....	11
Duties of President.....	11
Duties of Immediate Past President .....	11
Duties of Vice President .....	11
Duties of Secretary .....	12
Duties of Treasurer .....	12
Duties of Chapter-Elected Director(s) .....	12
Duties of Membership Coordinator.....	12
Duties of Newsletter Editor.....	12
3. Member/Volunteer Management & Motivation .....	13
<b>Section 6: Chapter Support</b> .....	14
1. Central Office Resources.....	14
2. CLSA Website .....	14
3. Important Dates.....	16
<b>Forms &amp; Resources</b>	
1. Sample Chapter Bylaws.....	17
2. Template Chapter Report to Board of Directors .....	26
3. Chapter Tax Forms .....	27
4. Sample Annual Report.....	30

## **Section 1: Introduction**

---

Professional organizations are successful when all parties involved receive some measure of value from the efforts and/or funds they invest. The perceived value can be very different for each member. Some members want discounts on items such as publications, office supplies, insurance, and education. Others measure the value of membership by their ability to make professional contacts and networking opportunities. The success of CLSA depends upon the satisfaction of the members, and to a great extent, the satisfaction of the members is dependent upon the success of the local chapters.

This handbook is intended to provide as much information as possible to assist local leaders with the successful operations of local CLSA Chapters. This handbook is a set of guidelines, not regulations. As such, this document is dynamic and will change over time. Feedback and suggestions are always encouraged.

## **Section 2: Purpose of Chapters**

---

### **1. What is a CLSA Chapter?**

A CLSA Chapter is an integral part of the Association. As set forth in the CLSA Bylaws, except in the case of student chapters, each chapter shall have ten or more members who are also Corporate Members of the Association.

#### **SECTION 8.01 CHAPTER DEFINED**

A chapter is an integral part of the Association and is chartered as provided in these Bylaws. Except in the case of student chapters, each chapter shall have ten or more members who are also Corporate Members of the Association and shall hold a minimum of four (4) meetings per year.

### **2. Importance of CLSA Chapters**

Successful local chapters are critical to the overall success of CLSA. Members want the ability to meet with their peers, attend professional development events, and participate in leadership opportunities all of which local chapters can provide.

## **Section 3: Establishing a CLSA Chapter**

---

Local chapters are central to the fulfillment of the CLSA's objectives. Through chapters, CLSA members can network with other land surveying professionals.

Individuals wishing to start a CLSA Chapter must meet minimum requirements as outlined in Article VIII of the CLSA Bylaws. Below are excerpts from the CLSA Bylaws pertaining to formation of a Chapter. Please contact the CLSA Central Office at (916) 239-4083 or [clsa@californiasurveyors.org](mailto:clsa@californiasurveyors.org) for more information.

### **CLSA Bylaws**

#### **Article 8, Section 8.03, Formation of Chapter**

With the approval of the Board of Directors, any group of ten or more Corporate Members of the Association may organize a chapter of this Association. Geographic boundaries need not be considered. The name of the chapter shall readily identify it as a subsidiary organization of the Association. The members of a proposed chapter may meet, elect officers, draft bylaws, and otherwise engage in the formation of such chapter under the direction and guidance of any director of the Association serving as an organizing agent.

#### **Article 8, Section 8.04, Organizational Report of Chapter**

The proposed chapter shall submit to the Board of Directors of the Association a membership roster, the names of its officers, its proposed bylaws, and a report of its organizational meeting.

#### **Article 8, Section 8.05, Approval of Chapter**

If its bylaws, functioning principles, and purposes are consistent with those of the Association, then the Board of Directors may charter the proposed chapter as a subsidiary organization of the Association.

## **FIRST STEPS**

There are probably many ways to kick-off a chapter. It can be simple or complex, but the basics are straight forward – just keep the ball rolling:

- 1) Determine there is adequate interest in forming a CLSA Chapter.  
CLSA Central Office can provide a list of licensed Land Surveyors in the chapter's geographic area. Use this list to contact potential chapter members and determine if there is interest in formation of a local chapter.
- 2) Start an Executive Committee
  - a) Collect 5 to 10 CLSA members to serve as the Executive Committee.
  - b) Everyone commits to supporting the effort for a minimum of one year.
- 3) Hold a startup or organizational meeting.  
The startup meeting can be used to establish the first presence in the community. It provides an opportunity for potential members to express their interest in the new chapter. Several tasks must be accomplished prior to holding a startup meeting, including, but not limited to, the following:
  - a) Determine a location to hold a meeting. The meeting location should be convenient for the majority of the potential members in the chapter's geographic area.
  - b) Arrange for refreshments or a light meal.
  - c) Promote the meeting. CLSA Central Office can post a notification on the CLSA Event Calendar and provide a mailing list. Send a mailing to potential members in the local area announcing the potential formation of a new chapter. Be sure to invite the CLSA State Officers and a representative from the CLSA Central Office.
  - d) Develop an agenda for the Startup Meeting (see sample agenda below).

## **STARTUP MEETING – SUGGESTED AGENDA**

The agenda for the start-up meeting should include the following:

- 1) Introduction/Welcome  
Be sure to have a sign-in sheet to gather the contact information of each attendee. The Executive Committee should welcome each attendee as they arrive.
- 2) Presentation about CLSA. Consider asking a CLSA State Officer to provide a brief presentation.
- 3) Introduction of the chapter's non-elected (provisional) Executive Committee and a brief discussion on timeline of chapter formation.
- 4) Decide on a regular meeting place and time. Check with local restaurants, colleges, universities, or businesses. Banks usually have meeting rooms available for non-profit organizations. Education Centers in your area are often available.
- 5) Start an informal discussion regarding the desires and expectations relative to the functioning of the chapter. Emphasize that members are to determine the direction and activities of the chapter.
- 6) Hold elections of chapter officers.

- 7) Allow time for socializing and personal networking. Don't be concerned if all of the above is not accomplished during the initial meeting. Take the organization of the group at a comfortable pace. It may be necessary to hold elections at a subsequent meeting.

## **SUBMITTING REQUIRED MATERIAL TO CLSA BOARD OF DIRECTORS FOR CHARTER**

Once you have held a startup meeting, determined that there is sufficient interest in forming a chapter and elected chapter officers, it is time to request a charter from the CLSA Board of Directors.

In order to obtain your charter, you must submit chapter bylaws as well as an organizational report. This information should be sent electronically to the CLSA Central Office at [clsa@californiasurveyors.org](mailto:clsa@californiasurveyors.org)

Sample chapter bylaws and an organizational report are attached to this handbook for your use.

## **Section 4: Maintaining a CLSA Chapter**

---

Maintaining a CLSA Chapter takes leadership, individual and group commitment, initiative, and cooperation. As with any volunteer organization, there is a time commitment to make a chapter successful. Chapter leaders share the time commitment, making it manageable for all involved.

Maintaining the successful operation of a CLSA Chapter is an on-going process. It takes the time and effort of a well-organized Executive Committee. This section is dedicated to processes and procedures necessary to keep a chapter running smoothly.

### **1. Keys to Success**

The key elements of a healthy chapter are the continued growth of chapter leadership and active participation by members. In order to support the mission and purpose of the chapter, a chapter needs to also focus on some functional goals such as:

- 1) Growing membership
- 2) Successful annual elections of leaders and committee chairs
- 3) Identify and secure chapter sponsors
- 4) Consistently hold chapter meetings
- 5) Distribute a chapter newsletter
- 6) Develop and maintain a chapter website
- 7) Utilize the CLSA Central Office and its resources

### **2. Chapter Meetings**

One of the most important elements of a successful chapter is holding consistent chapter meetings. It is recommended that chapters meet monthly at set locations and times. Official minutes should be kept of all meetings where action is taken. (See Robert's Rules of Order on Minutes). Business meetings should be conducted using Robert's Rules of order.

### **3. Antitrust Laws and the Association**

Chapters, as a subsidiary of the state organization, must maintain awareness of state and federal laws that affect the Association. One example of laws that apply to associations with exceptional force are the antitrust laws. Chapter leadership should be aware of these laws and understand how and why to steer their members from harm's way. Trade and professional associations, by definition, are made up of competitors. Section 1 of the Sherman Antitrust Act, signed into federal law in 1890, provides that: "Every contract, combination...or conspiracy in restraint of trade or commerce...is hereby declared to be illegal."

CLSA supports strict compliance with federal and state antitrust laws. CLSA members cannot come to understandings, make agreements, or otherwise concur

on positions or activities that in any way tend to raise, lower or stabilize prices or fees. Members can discuss pricing models, methods, systems, and applications, as well as certain cost matters that do not lead to an agreement or consensus on prices or fees to be charged. However, there can be no discussion as to what constitutes a reasonable, fair or appropriate price or fee to charge for any service or product. Information may be presented with regard to historical pricing activities so long as such information is general in nature and does not include data on current prices or fees being charged in any trade area. Any discussion of current or future prices, fees, discounting, and other terms and conditions of sale, which may lead to an agreement or consensus on prices or fees to be charged, is strictly prohibited. A price-fixing violation may be inferred from price-related discussions followed by parallel decisions on pricing by association members — even in the absence of an oral or written agreement.

#### **4. Sample Meeting Schedule**

5:30-6:00 PM	Social
6:00-7:00 PM	Dinner
7:00-8:00 PM	Introduction/Welcome of new members and visitors Introduction of speaker/Program
8:00-8:30 PM	Thank Speaker*/Chapter business Door/Raffle Prizes**

#### **\* Speakers**

Speakers are an important part of CLSA Chapter meetings. A good program will attract new members and keep existing members coming back. The CLSA Central Office maintains a speaker's bureau which you can utilize in developing a program.

Your program speaker is the Chapter's VIP. If a speaker is traveling to your meeting, consider having a chapter member pick them up at the airport, transport to the meeting and back, etc. Be sure to provide complimentary dinner to the speaker and a thank you gift is encouraged. CLSA Central Office has a supply of appropriate speaker gifts.

#### **Liquor at Meetings**

Most often hotels and other licensed alcohol servers, not the Association, becomes the primary target of a lawsuit. Dram shop laws result in the commercial servers' liability for actions of their patrons. However, if a liquor-related accident stems from a meeting, the sponsoring organization will most likely be sued. Precautions to reduce liquor liability exposure include:

- Limit alcohol distribution to trained servers
- Do not use open bars
- Do not allow minors to drink alcohol
- Provide non-alcoholic alternatives
- Order an attendee a ride home if he/she is not staying on site and appears to be disoriented.

The trend now is for meeting organizers to spell out in contracts that the hotel maintains control of the sale and service of alcohol, and that the hotel will indemnify and hold harmless the group for any liability.

**\*\*Door Prizes**

Door prizes/raffles are a good fundraising mechanism for chapters. Consider a 50/50 drawing to encourage participation from members and raise money for the chapter.

## **Section 5: CLSA Chapter Leadership**

---

### **1. What are the Perks of Being a Chapter Leader?**

Most of us do not start or work in a chapter seeking personal benefit but everyone benefits from the experience. Simply stated the number of people you meet and the resources they bring with them are invaluable, a reward in themselves. You recognize where and how to obtain people and resources you need. Being a leader is some of the best education you can get.

### **2. Chapter Leadership Roles**

All officers must uphold and enforce the Association's Bylaws, Policies and Procedures.

#### **Duties of the Chapter President**

The President is the chosen leader of the chapter. As such, the President will be expected to fulfill (or delegate) the following responsibilities:

1. Responsible for scheduling monthly meetings.
2. Serve as chair and preside at all chapter meetings. Make sure meetings are conducted in a professional atmosphere.
3. Be familiar with Robert's Rules
4. Have general charge and supervision of the affairs and business of the chapter.
5. Organize special committees and appoint committee members as authorized by the Chapter Executive Committee.
6. Approve chapter expenses according to policies; review and sign all chapter expense reports.
7. Perform all other duties prescribed by the Chapter Executive Committee.
8. Ensure that all duties vital to the functioning of the chapter are fulfilled.

#### **Duties of Immediate Past President**

When a Chapter President has completed his or her term of office, he/she remains on the Chapter Executive Committee for a year as the Immediate Past President.

Duties include:

1. Pass on all materials and knowledge to the newly elected President and be available in an advisory role.
2. Serve as Chairperson of the Chapter Nominating Committee.
3. Perform any other duties prescribed by the Chapter Executive Committee.

#### **Duties of the Chapter Vice President**

1. Act for the President during absence or disability.
2. Perform such duties as are delegated by the President or the Executive Committee.

### **Duties of the Chapter Secretary**

1. Prepare and distribute the monthly meeting agenda.
2. Keep a record of the proceedings of Chapter and Executive Committee meetings.
3. Keep accurate historical records of all chapter activities and significant events, including news releases, and accomplishments of the chapter and its members.
4. Perform duties as are delegated by the President or the Executive Committee.

### **Duties of the Treasurer**

1. Encourage the members to pay their membership dues.
2. Ensure that all chapter funds are properly managed and disbursed in the best interest of the chapter's members.
3. Assist Chapter President in approving chapter expenses according to policies.
4. Ensure that the chapter files timely financial reports with the CLSA Central Office.
5. Report on the financial condition of the chapter.
6. Oversee the preparation of an annual budget and any other special project budgets for the chapter.
7. Perform such duties as are delegated by the President or the Executive Committee.

### **Duties of the Chapter-Elected Director**

1. Serves as a member of the CLSA Board of Directors.
2. Responsible for attending quarterly Board of Directors meeting.
3. Responsible for submitting quarterly report on the Chapter activities to the Board of Directors.
4. Responsible for reporting actions of the CLSA Board of Directors to the Chapter.
5. As the Director serves as a pipeline of information between the Chapter and the Board of Directors, attendance at the quarterly CLSA Board of Directors meetings and regular attendance at Chapter meetings is required.

### **Membership Coordinator**

1. Responsible for new member recruitment activities and member retention.
2. Greet attendees at all chapter functions, manage the sign-in sheet, introduce new members to chapter leaders and volunteers, and provide guests with member and chapter information.
3. Encourage CLSA members to take advantage of the benefits and opportunities available to them as members.
4. Perform such duties as are delegated by the President or the Executive Committee.

### **Newsletter Editor**

1. Prepare a newsletter and other information on chapter activities to send to chapter members.
2. Keep the members informed about upcoming events.

3. Seek publicity opportunities for the chapter.
4. Provide the CLSA Central Office a list of all chapter activities so that they may be added to the CLSA Event Calendar.
5. Perform such duties as are delegated by the President or the Executive Committee.

### **3. Member/Volunteer Management and Motivation**

It is not uncommon in any volunteer organization to call for volunteers to run for election or to serve on a committee, and to see everyone immediately start looking at the floor or hiding under their chair. We are all busy people and at times an individual has to move volunteer/association activities a bit down the priority list for the good of career and family. But more often, we simply need to find the proper hot button to motivate a person to overcome their natural insecurity or fear of commitment.

1. Often a one-to-one personal call of a person to a position is a more effective method than simply asking for volunteers at the meeting. This is especially valid if you can truthfully say something like "We considered several names for this position and are convinced that your skill set is what's needed to make it a success.
2. A defined period of service can help many people make the decision to serve. Where appropriate, let the prospect know an exact time when the responsibility will end, or let them know that they will be released at the conclusion of a specific project.
3. It can sometimes border on corny, but we all love to be appreciated and recognized. By rewarding and recognizing those who serve, it will be easier to find future volunteers.
4. Accepting a leadership position can be good for an individual's career. Remind your members of that occasionally.
5. Most members have a sense of duty developed to one level or another. Quietly appeal to that.
6. People want to be involved with success. As you run successful meetings and events, and transmit a sense of enthusiasm to your members, they will have a greater desire to participate more actively in that success.
7. It is a must to maintain an active Nominating Committee to assist in identifying future leaders and encouraging them to serve the chapter. Identify and cultivate future leaders and volunteers long before you need them. Begin to train your successors now.

## Section 6: CLSA Chapter Support

---

The CLSA Central Office will provide the local chapters guidance with the following support. Lists and reports may be requested at any time, most commonly monthly.

### 1. CLSA Central Office Resources

- 1) Membership lists showing the names, addresses, phone numbers and email addresses of potential members
- 2) Address labels for potential members
- 3) Assistance in conducting membership drives
- 4) Lists of contacts and leaders of other chapters
- 5) Chapter Handbook & resource material
- 6) Speakers Bureau Database
- 7) Newsletter Template
- 8) Assistance in promoting events
- 9) Guidance and tools to help in the management of the chapter

### 2. CLSA Website

The CLSA website is a great resource. Be sure to bookmark the CLSA website: [www.californiasurveyors.org](http://www.californiasurveyors.org)

#### **FIND A SURVEYOR**

Provides the public a means for locating a licensed land surveyor (CLSA Members only) in their area. Search by last name, city, zip code or license number. Provides CLSA Members complimentary advertising.

#### **CLSA DISCUSSION BOARD**

Provides a medium for exchange of information. Includes a discussion board, classifieds page and professional development forum.

#### **CHANGE OF ADDRESS**

To insure you continue to receive information from CLSA, be sure to notify CLSA if your contact information (including email address) changes.

#### **MEMBERS ONLY WEBSITE**

The CLSA *Members Only* section of the website includes useful information on legislation, selected statutes, AG and IBLA Opinions and more. A username and password is required to access this portion of the website.

**EVENT CALENDAR**

Visit the CLSA Event Calendar for information regarding conferences, seminars, board meetings etc.

Chapters should submit their events for posting to: [clsa@californiasurveyors.org](mailto:clsa@californiasurveyors.org). Please allow up to 2 weeks for posting.

**PAY DUES ONLINE**

Enter your username and password to pay your CLSA member dues online.

**JOIN ONLINE**

Joining CLSA has never been easier. Non-members can complete the CLSA membership application and pay dues online.

**CLSA STORE**

Visit the CLSA Store to purchase publications. Enter your username and password to shop as a member and take advantage of member pricing. (Members save 50%)

**FAVORITE FORMS**

Here you will find useful forms for downloading.

**CLSA CHAPTERS**

Each Chapter has a page on the CLSA website which contains a list of Chapter Officers. To add information to your Chapter page (i.e. newsletters, flyers, meeting schedules), please email [clsa@californiasurveyors.org](mailto:clsa@californiasurveyors.org) Please allow up to 2 weeks for posting.

### **3. Important Dates**

**March 15th**

#### **Chapter Financial Statements Due**

Financial forms will be emailed to each chapter treasurer and must be completed and returned no later than February 1st.

**July 31st**

#### **Full Membership Roster Due**

Email your list of chapter members to [clsa@californiasurveyors.org](mailto:clsa@californiasurveyors.org). The list will be used to qualify the number of Chapter-Elected Directors for the following year. Each chapter is entitled to one Director per 20 (or fraction thereof) corporate members in good standing with both the chapter and the state.

**September 30th**

#### **List of Chapter Officers and Directors Due**

Email your list of chapter officers and directors to the CLSA Central Office. The list will be used to develop the CLSA Who's Who as well as order name badges for chapter-elected Directors.

**December 31st**

#### **Annual Report Due**

Email your annual report to [clsa@californiasurveyors.org](mailto:clsa@californiasurveyors.org). A PDF fill-in form is available for chapter use.

Attach: Sample Chapter Bylaws

**BYLAWS**  
*of the*  

---

**CHAPTER**  
*of the*  
**CALIFORNIA LAND SURVEYORS ASSOCIATION, INC.**

**ARTICLE 1**  
**NAME & LOCATION**

**SECTION 1.01 CHAPTER DEFINED**

The official name of this chapter is “\_\_\_\_\_ Chapter, hereinafter referred to as the “Chapter” of the California Land Surveyors Association,” hereinafter referred to as the “Association.”

**SECTION 1.02 PRINCIPAL OFFICE**

The principal office of the Chapter for the transaction of its business is [\[the office of the Secretary,\]](#) or such other location as determined by the Chapter Executive Committee.

**SECTION 1.03 AUTHORITY OF ASSOCIATION OVER CHAPTER**

Each chapter is a subsidiary organization of the Association. The chapter shall meet all requirements of the Association Articles of Incorporation and Bylaws. No chapter shall take any action or publicly espouse any position contrary to any provision of the Association Articles of Incorporation, Bylaws, or any resolution or motion of the Association Board of Directors.

The chapter’s charter is subject to the authority of the Association. Copies of all contracts shall be submitted to the Association office. Copies of the books and records of the Chapter, including all financial records, shall be made available to the Association at any reasonable time, and the Chapter shall cooperate fully with the Association in preparing and filling tax returns and other documents as may be required by law.

**ARTICLE 2**  
**MEMBERSHIP**

**SECTION 2.01 CLASSES OF MEMBERSHIP**

No person shall be eligible for membership in the Chapter unless such person is eligible for membership in the Association.

The classes of membership in the Chapter shall be as follows:

(a) A Corporate Member is a member having the right to vote on matters of the Association when a vote of the members is required. Each Corporate Member shall be a member of one of four subclasses:

1. A Regular Corporate Member may be any person licensed as a Land Surveyor or Photogrammetric Surveyor in the State of California, but not fulfilling all requirements of a Life Corporate Member.

[2. A Life Corporate Member may be any person who is licensed as a Land Surveyor or Photogrammetric Surveyor in the State of California, has had at least twelve years continuous membership in the Association, who has achieved a level of distinction in the land surveying](#)

profession due to his or her dedicated service to the Chapter, widely recognized achievements furthering the good of the profession, or other significant accomplishments in the profession of land surveying deserving of a special tribute. A Life Corporate Member may also be any person who has served honorably as a President of the Chapter. Life Corporate memberships must be approved by the Chapter.

3. A Retired Corporate Member may be any a person who is licensed as a Land Surveyor or Photogrammetric Surveyor in the State of California, has had at least ten years continuous membership in the Chapter, has retired from active practice, and is either at least sixty-two years of age or is permanently disabled.

4. A CE Corporate Member may be any person who is a Registered Civil Engineer who is authorized to practice land surveying, pursuant to Article 3, Section 8731 of the Professional Land Surveyors Act. A CE Corporate Member must be actively practicing land surveying and show sufficient proof thereof.

(b) An Associate Member may be any person holding a valid certificate as a Land-Surveyor-in-Training but not licensed as a Land Surveyor or Photogrammetric Surveyor by the State of California.

(c) An Affiliate Member may be any person interested in the field of surveying but not licensed as a Land Surveyor or Photogrammetric Surveyor by the State of California and not holding a valid certificate as a Land Surveyor in Training, who in their profession or vocation relies upon the fundamentals of land surveying.

(d) A Student Member may be any student who at the time of membership attends a junior college, college or university, in either a part or full-time capacity and who expresses an interest in surveying and does not qualify for membership in any other classification.

(e) An Honorary Member may be any person who is not eligible to be a Corporate Member, but whose professional attainments in surveying or closely associated fields have gained a broadly acknowledged eminence, or who has given special service to the Chapter or its objectives.

(f) A Sustaining Member may be any person, company, or corporation who through their interest in the land surveying profession desires to support the purposes and objectives of the Chapter. Acceptance of a Sustaining Member is not a Chapter endorsement of any products or services offered by the Sustaining Member

### **SECTION 2.01.1 MEMBERSHIP OBLIGATION**

Membership in the Chapter shall be conditioned upon agreement by the member to abide by the Chapter Bylaws, resolutions and/or approved motions of the Chapter. Nothing in this section prohibits a member from proposing changes to the Chapter Bylaws.

### **SECTION 2.02 MEMBERSHIP IN ONE CLASS AND TERM OF MEMBERSHIP**

Membership may be only in the highest classification available for which the member qualifies. Each member may belong to only one class and, if applicable, subclass of membership. The term of each membership shall be for a one-year period commencing on the first day of January and ending on the last day of December except that the term of a Life Corporate or Honorary Membership is, subject to the requirements set forth in these bylaws, for life. If a member is admitted by the Chapter to a different class of membership than that member previously held, the membership in the previous class shall be automatically terminated.

### **SECTION 2.03 APPLICATION FOR MEMBERSHIP**

All applications for membership shall be submitted by the applicant on a form approved by the Chapter Executive Committee. Each application shall clearly prove that the applicant fulfills the requirements for the class of membership for which the application was filed.

### **SECTION 2.04 APPROVAL OF MEMBERSHIP**

All applications shall be examined by the [Chapter Secretary](#). If an application is deemed correct and complete, the [Chapter Secretary](#) shall approve the application and the member shall be admitted.

Complete and correct renewal applications are deemed automatically approved upon timely receipt of the application and dues.

### **SECTION 2.05 APPROVAL OF LIFE AND HONORARY MEMBERSHIP**

[Life membership must be applied for an approved by the Chapter. Application for Life Membership shall be made on a form approved by the Chapter Executive Committee or by nomination by a member in good standing. After an application for Life Corporate Member is determined to be complete and correct, and that the applicant fulfills all prerequisites for a Life Corporate Member, the Chapter Secretary shall place a resolution on the agenda of the next regular meeting of the Chapter. A resolution approving each Life Corporate Member must be passed by a majority vote of the Chapter. The Chapter Secretary shall notify the member of approval or denial by the Chapter. Upon receiving Life Membership from the Association, the Chapter will automatically grant Life Membership in the Chapter.](#)

[An Honorary Membership may be granted to a person fulfilling the requirements for such membership by resolution of the Chapter approved by a two-thirds majority. The Chapter Secretary shall notify the Honorary Member of such action unless it is to be presented at a ceremony.](#)

### **SECTION 2.06 FEES AND DUES**

The Chapter annual dues and all assessments shall be recommended by the Chapter Executive Committee and approved by a majority of those voting at a Chapter meeting. Dues shall be due on the first day of January of each year. Assessments shall be due and payable as specified in the motion establishing them. If dues for the renewal of membership are not paid by the first day of January, the member shall be carried on the roles as a member not in good standing until paid or until the first day of July or as set forth under provisions for terminating membership described below.

### **SECTION 2.07 NUMBER OF MEMBERS**

There shall be no limit to the number of members that the Chapter may admit [except that only one Honorary Member may be admitted each year.](#)

The Chapter shall maintain a minimum of 10 Corporate members in order to maintain their charter.

### **SECTION 2.08 ASSOCIATION MEMBERSHIP**

Each Chapter member shall become an Association member within one year following their admission to the Chapter as provided in Section 8.07 of the Association's bylaws. The Chapter membership of any person who fails to become an Association member, as described above, shall be automatically terminated and all dues and assessments paid to the Chapter shall be forfeited. Nothing in this section shall prohibit a member from having membership in more than one chapter.

### **SECTION 2.09 ADMISSION TO THE ASSOCIATION**

Association admission, entrance fees, dues, and assessments are separate and controlled by the Association. The Chapter shall not be responsible for making application to the Association on behalf of

a Chapter member, nor for the notice to a Chapter member of the status of any Association membership application.

### **SECTION 2.10 SUSPENSION AND EXPULSION**

A member may be suspended, or expelled for cause by the Chapter. Cause shall include a failure, in a serious degree, to [\(1\) observe the Bylaws and rules as prescribed by the Chapter, \(2\) abide by the lawful decisions of the Chapter or to engage in any conduct which is deemed by the Chapter contrary or prejudicial to the interests and/or purposes of the Chapter.](#)

Suspension or expulsion shall require a two-thirds vote of the total number of voting members of the Chapter. The discipline shall occur only after the Chapter Secretary provides at least fifteen days prior written notice of the charges pending against the member. Notice shall be sent by first-class or registered mail to the last address of the member shown on the Chapter records. The notice shall also advise the member of the member's opportunity to be heard, orally or in writing, by the Chapter or its designee. The Chapter or its designee shall determine whether cause exists and the appropriate discipline, if any.

### **SECTION 2.11 TERMINATION OF MEMBERSHIP AND REINSTATEMENT**

Any person's membership in the Chapter shall automatically terminate upon:

- (a) failure to pay dues as outlined in Section 2.06
- (b) receipt of a written or electronic resignation by the [Chapter Secretary](#). Such resignation shall not relieve the member so resigning of the obligation to pay any dues and other charges previously accrued but not paid.
- (c) revocation of the license, registration or certificate that qualified the person to attain Corporate Membership or Associate Membership in the Chapter.
- (d) the expulsion of the member from the Chapter.
- (e) the death of the member.

No dues shall be refunded to any member whose membership terminates for any reason.

Any member whose membership is terminated as provided in subsections (a) through (d), above, may be reinstated on such terms as the Chapter Executive Committee may deem appropriate.

## **ARTICLE 3 CHAPTER MEETINGS**

### **SECTION 3.01 CHAPTER MEETINGS**

A Chapter meeting is a meeting of the general membership at which Chapter business may be discussed and voted upon. Chapter meetings shall be held regularly, a minimum of four times per year, at such time and place determined by the [Chapter Executive Committee](#). In advance of each regular Chapter meeting, [the Secretary](#) shall notify, in writing or electronically, each member of the time and place of the meeting. Only that business specified in the notice of the meeting shall be transacted at any Chapter meeting.

### **SECTION 3.02 VOTING PRIVILEGES**

All Chapter members in good standing shall have equal voting privileges. Only Chapter members who are also Corporate members in good standing with the Association shall have the right to vote on chapter business concerning Association matters.

### **SECTION 3.03 SPECIAL MEETINGS**

A special Chapter meeting may be called by the [President, the Executive Committee, or at least ten percent \(10%\) of Corporate Members in good standing](#). The purpose of the special Chapter meeting shall be stated in the notice. Only that business specified in the notice of the meeting shall be transacted at any Chapter meeting. Notice of the meeting shall be given not less than ten days before the date of the meeting.

### **SECTION 3.04 QUORUM**

A quorum for a Chapter meeting shall be [ten percent \(10%\)](#) of the Chapter members in good standing. [{NOTE: Chapter with smaller membership should use a higher percentage}](#)

## **ARTICLE 4 OFFICERS & ELECTIONS**

### **SECTION 4.01 CHAPTER OFFICERS & DIRECTORS**

The Chapter Officers shall be President, [Vice-President \(or President-Elect\)](#), [Secretary, Treasurer \(or Secretary/Treasurer\)](#), and Immediate Past President. The Officers shall perform the duties prescribed in these bylaws and in the parliamentary authority adopted by the Chapter.

The Chapter shall elect Directors, pursuant to Section 4.07 of these bylaws, and may also elect up to two (2) Alternate Directors, if it so chooses.

### **SECTION 4.02 QUALIFICATION OF OFFICERS & DIRECTORS**

Each Chapter Officer shall be a Chapter and Association member in good standing. The [President, Vice-President \(or President-Elect\), and](#) Director(s) shall be Corporate members.

### **SECTION 4.03 TERM LIMITS OF OFFICERS & DIRECTORS**

[The President, Vice-President \(or President-Elect\), Secretary, Treasurer \(or Secretary/Treasurer\), and Director\(s\) shall be filled no more than two consecutive years by any one member.](#)

### **SECTION 4.04 NOMINATIONS**

A Nominating Committee, as set forth in these bylaws, shall nominate one or more candidates for each office to be filled by election. The Nominating Committee's proposed slate of candidates shall be noticed to Chapter members a minimum of 15 days prior to the August Chapter meeting. Additional nominations via write-in nomination and nominations from the floor at the August meeting will be added to the slate of candidates.

The final slate of candidates shall be noticed to Chapter members a minimum of 15 days prior to the September meeting at which an election will take place.

If no August meeting is scheduled, the nominating process, as described above, shall take place at the Chapter meeting preceding August.

### **SECTION 4.05 ELECTIONS**

Elections shall be held at the September Chapter meeting. Elections shall be by ballot unless there is an uncontested slate, in which case a unanimous ballot is cast. The Chapter shall notify the Association during the month of September, the names of persons elected as Chapter Officers and Directors.

[NOTE: Chapters may choose to hold election by ballot to all members. In this case, substitute the following clause: Elections shall be held by written or electronic ballot disseminated to all voting members of the Chapter. The Chapter shall notify the Association during the month of September, the names of persons elected as Chapter Officers and Directors.]

#### **SECTION 4.06 VACANCY OF OFFICE**

If a vacancy occurs in an Office other than the Presidency, the vacancy shall be filled for the remainder of the term by majority vote of [the Chapter Executive Committee](#). If a vacancy occurs in the Presidency, [the Vice-President \(or President-Elect\)](#) shall succeed the President for the remainder of the term. Should a vacancy occur, the chapter shall provide the Association a revised list of Officers.

Any vacancy in the office of a Director or Alternate Director occurring during a term shall be filled for the duration of the unexpired term by ballot to all Corporate members or by a motion at the next chapter meeting at which elections are taking place and a quorum of Corporate members in good standing is present. Name(s) of newly elected Directors or Alternate Directors must be submitted to the Association at least 30 days prior to the Board of Directors meeting which they will attend. Each Director shall be a Director of the Association with the full rights and privileges of a Director. When attending a Board of Directors meeting in lieu of a Director, the Alternate Director shall have the same rights and privileges as other Directors.

#### **SECTION 4.07 NUMBER OF CHAPTER-ELECTED DIRECTORS**

By the end of July, the Chapter shall certify to the Association the names of Chapter members who are Corporate Members in good standing. The Chapter shall be entitled to one (1) Director for each twenty (20) Corporate members, or fraction thereof, who are confirmed by the Association to be in good standing. The Chapter may also elect up to two (2) Alternate Directors, if it so chooses.

#### **SECTION 4.08 PRESIDENT DUTIES AND POWERS**

The President shall be the executive officer of the Chapter and shall preside at Chapter meetings and Chapter Executive Committee meetings. [The President shall appoint all required committee chairpersons and shall serve as an ex-officio member with the right to vote, on all standing and special committees except the Nominating Committee. The President shall prepare and sign any correspondence sent by the Chapter. In case the President is unavailable, the Executive Committee may authorize the Vice President \(or President-Elect\) to prepare or sign correspondence. The President shall report back to the Chapter all action taken on behalf of the Chapter outside of the Chapter meetings.](#)

#### **SECTION 4.09 VICE-PRESIDENT (OR PRESIDENT-ELECT) DUTIES AND POWERS**

[The Vice-President \(or President-Elect\)](#) shall have such powers and duties as may be prescribed by the President and the Executive Committee. [Unless otherwise specified, the Vice-President \(or President-Elect\) shall arrange the program and place for each Chapter meeting and shall notify the Secretary of those arrangements preceding each Chapter meeting. The Vice-President \(or President-Elect\) shall preside over the Chapter meetings in the absence of the President. The Vice-President \(or President-Elect\) shall carry out the duties of the Secretary and/or Treasurer in the absence of the Secretary or Treasurer.](#)

Should a vacancy occur in the office of the President, the [Vice-President \(or President-Elect\)](#) shall succeed the President for the remainder of the term.

#### **SECTION 4.10 SECRETARY DUTIES AND POWERS**

The Secretary shall notify the members before each Chapter meeting as prescribed in these bylaws. The Secretary shall prepare the meeting notice or make arrangements to have the meeting notice prepared and shall announce the time and place for the next Chapter or Executive Committee

meeting at each Chapter meeting or no less than 15 days prior to the meeting. The Secretary shall attend each Chapter meeting and Executive Committee meeting and duly record the proceedings. The Secretary shall conduct the Chapter's correspondence and keep a full record thereof.

The Secretary shall submit a quarterly report on the Chapter's business and other matters of interest to the Association no later than 30 days before the quarterly meetings of the Association Board of Directors. The Secretary shall submit the Chapter's annual report to the Association no later than December 31st of each year.

#### **SECTION 4.11 TREASURER DUTIES AND POWERS**

The Treasurer shall receive all monies, dues, and assessments, and shall deposit them in the Chapter's name. The Treasurer shall pay Chapter obligations and shall report on the treasury at each Chapter and Executive Committee meeting.

The Treasurer shall make an annual financial report to the Association on a form prescribed by the Association, no later than March 1<sup>st</sup>.

[NOTE: Chapter may opt to have a Secretary/Treasurer in which case sections 4.10 and 4.11 would be combined]

#### **SECTION 4.12 DIRECTORS DUTIES AND POWERS**

The duties of each Director includes reporting the view of their Chapter at Board of Directors meetings, reporting on such meetings to their Chapter, serving as a Director of the Association, and fulfilling the duties of a Director. However, each Director has a fiduciary duty to the Association, and shall act in the best interests of the Association with respect to all matters pertaining to the Association.

#### **SECTION 4.13 ALTERNATE DIRECTORS**

If a Director cannot fulfill his or her duties as set forth in Section 4.11, one of the Alternate Directors shall complete those duties. If the Chapter has more than one Alternate Director, the President may determine the Alternate Director who shall act in the place of an absent Director.

## **ARTICLE 5 EXECUTIVE COMMITTEE**

#### **SECTION 5.01 EXECUTIVE COMMITTEE COMPOSITION**

The Chapter Officers and the Directors shall constitute the Executive Committee.

#### **SECTION 5.02 EXECUTIVE COMMITTEE AUTHORITY AND RESPONSIBILITY**

The Executive Committee shall supervise the Chapter's affairs including exercising business and fiscal authority between Chapter meetings, fix the time and place for Chapter meetings, make recommendations to the Chapter, and perform such other duties as specified by these bylaws. The Executive Committee shall be subject to the orders of the Chapter and none of its acts shall conflict with actions taken by the Chapter or the Association. The Executive Committee shall report its recommendations and actions for ratification by the members at the next regular Chapter meeting.

#### **SECTION 5.03 EXECUTIVE COMMITTEE MEETINGS**

The Executive Committee shall meet at such time and place or in a manner specified by the President. The President shall inform the Executive Committee members of their meeting time and place or manner of conference. A majority of the Executive Committee members shall constitute a quorum.

## **ARTICLE 6 COMMITTEES**

### **SECTION 6.01 STANDING COMMITTEES**

Standing committees shall be composed of at least three (3) Chapter members. The Chapter President shall appoint Chairs to be ratified by the Chapter, for the following standing committee

1. Bylaws Committee
2. Education Committee
3. Membership Committee
4. Nominating Committee

### **SECTION 6.02 SPECIAL AND AD HOC COMMITTEE APPOINTMENTS**

The Chapter shall have such other ad hoc and special committees as may be created from time-to-time by a majority vote of the Chapter. The Chapter President shall appoint Chairs for special and ad hoc committees, to be ratified by the Chapter. These additional committees shall act only in an advisory capacity to the Chapter.

## **ARTICLE 7 FISCAL YEAR**

### **SECTION 13.01 FISCAL YEAR**

The fiscal year of the Chapter shall begin on the first day of January and end on the last day of December in each year.

## **ARTICLE 8 PARLIAMENTARY AUTHORITY**

### **SECTION 14.01 RULES OF ORDER**

[The latest edition of Roberts Rules of Order](#) shall be accepted by the Chapter on all questions of parliamentary law, insofar as such rules are not inconsistent with or in conflict with these bylaws and any special rules of order the Chapter may adopt.

## **ARTICLE 9 AMENDMENT OF BYLAWS**

### **SECTION 15.01 AMENDMENT OF BYLAWS**

These bylaws may be amended by a two-thirds majority of those voting [at a Chapter meeting \(or by written or electronic ballot\)](#), provided that the amendment has been submitted in writing or electronically to each member at least fourteen (14) days in advance. All proposed amendments to the bylaws must be submitted to and approved by the Association. In the event of conflict between the Chapter bylaws and the Association bylaws, the Association bylaws shall prevail.

**ARTICLE 10**  
**DISSOLUTION OF CHAPTER**

**SECTION 10.01 DISTRIBUTION OF ASSETS UPON DISSOLUTION**

Upon revocation of charge, dissolution, or winding up of the chapter, its assets remaining after payment of, or provision for payment of, all debts and liabilities of the Chapter shall be distributed to the Association.

*Chapter Chartered – [date]*

*Current Bylaws amended and approved by Association Board of Directors – [date]*

*Current Bylaws amended and approved by Chapter - [date]*

# Chapter Report Template

## California Land Surveyors Association [Chapter Name]

[Chapter address]

[Chapter website]

### OFFICERS

List Chapter Officers with contact information.

### COMMITTEE CHAIRS

List committee chairs with contact information (e.g. Membership Chair, Trig-Star Coordinator, Boy Scout Coordinator and Workshop Coordinator).

### MEMBERSHIP

Provide membership totals in the following or other format

<b>Membership Category</b>	<b>Number of Members</b>
Corporate	1627
CE Corporate	27
Associate	375
Affiliate	294
Student	155
Life	62
Honorary	3
Sustaining	25
<b>Totals</b>	<b>2568</b>

### CHAPTER MEETINGS

Outline each meeting within the quarter. Be sure to include the following:

1. Date of meeting
2. Number in attendance
3. Guest speaker's name & topic
4. Brief description and/or highlights from the meeting

### OUTREACH

Include chapter news on community outreach, public relations, recruitment (e.g. Trig-Star, classroom presentations, Rotary Club presentations, etc.)

### UPCOMING MEETINGS & ANNOUNCEMENTS

List upcoming chapter meetings, seminars, conferences, picnics, etc.

### ACTIONS REQUEST

List Board action requested.

## CHAPTER INCOME TAX REPORT

Complete this form (income and expenditures) if your total income exceeded \$25,000.  
If your income did not exceed \$25,000, you need only complete the first page.

CHAPTER NAME: \_\_\_\_\_

### INCOME

1. CHAPTER MEMBER DUES: \$ \_\_\_\_\_
2. CHAPTER ASSESSMENTS: \$ \_\_\_\_\_
3. CHAPTER MEETING RECEIPTS (BEFORE EXPENSES):  
(MEMBER PAYMENTS FOR MEALS, ROOM RENT, ETC) \$ \_\_\_\_\_
4. DONATIONS/CONTRIBUTIONS: \$ \_\_\_\_\_
5. SEMINARS/WORKSHOPS (TOTAL BEFORE EXPENSES)
  - A. WORKSHOP SEMINAR \$ \_\_\_\_\_
  - B. WORKSHOP SEMINAR \$ \_\_\_\_\_
  - C. OTHER FUND RAISERS: \$ \_\_\_\_\_
  - D. OTHER FUND RAISERS: \$ \_\_\_\_\_TOTAL OF A, B, C & D: \$ \_\_\_\_\_
6. OTHER INCOME
  - A. OTHER (SPECIFY) \_\_\_\_\_: \$ \_\_\_\_\_
  - B. OTHER (SPECIFY) \_\_\_\_\_: \$ \_\_\_\_\_
  - C. OTHER (SPECIFY) \_\_\_\_\_: \$ \_\_\_\_\_
7. TOTAL INCOME: \$ \_\_\_\_\_

NOTE: IF TOTAL INCOME IS LESS THAN \$25,000 YOU DO NOT NEED TO COMPLETE THE REMAINDER  
OF THIS FORM

**EXPENDITURES**

- 1. ADMINISTRATIVE & RELATED EXPENSES:  
(LEGAL COUNSEL, ACCOUNTANT, ETC.) \$ \_\_\_\_\_
  
- 2. CLERICAL & DRAFTING SERVICES: \$ \_\_\_\_\_
  
- 3. COMPOSITION & PRINTING: \$ \_\_\_\_\_
  
- 4. COPYING: \$ \_\_\_\_\_
  
- 5. CHAPTER MEETING EXPENSES:  
(ROOM RENTAL, ETC. - OTHER THAN SEMINAR/WORKSHOP) \$ \_\_\_\_\_
  
- 6. POSTAGE/MAILING: \$ \_\_\_\_\_
  
- 7. SUPPLIES: \$ \_\_\_\_\_
  
- 8. TELEPHONE: \$ \_\_\_\_\_
  
- 9. TRAVEL: \$ \_\_\_\_\_
  
- 10. PUBLICATIONS & SUBSCRIPTIONS: \$ \_\_\_\_\_
  
- 11. MISCELLANEOUS: \$ \_\_\_\_\_
  
- 12. SEMINARS/WORKSHOPS FUND RAISING EXPENSES
  - A. SPECIFY \_\_\_\_\_ : \$ \_\_\_\_\_
  - B. SPECIFY \_\_\_\_\_ : \$ \_\_\_\_\_
  - C. SPECIFY \_\_\_\_\_ : \$ \_\_\_\_\_
  - D. SPECIFY \_\_\_\_\_ : \$ \_\_\_\_\_
  
- TOTAL OF A, B, C & D: \$ \_\_\_\_\_
  
- 13. OTHER EXPENSES
  - A. OTHER (SPECIFY) \_\_\_\_\_ : \$ \_\_\_\_\_
  - B. OTHER (SPECIFY) \_\_\_\_\_ : \$ \_\_\_\_\_
  - C. OTHER (SPECIFY) \_\_\_\_\_ : \$ \_\_\_\_\_
  
- 14. TOTAL EXPENDITURES: \$ \_\_\_\_\_

**\*ALL EXPENSES RELATED TO WORKSHOPS, SEMINARS AND FUNDRAISERS SHOULD BE REPORTED ONLY ON LINE 12 A, B, C & D**

**INCOME TAX DATA – SUMMARY SHEET**

**BALANCE FORWARD FROM PREVIOUS YEAR ON DECEMBER 31<sup>ST</sup>**

CHECKING ACCOUNT:	\$ _____	
SAVINGS ACCOUNT:	\$ _____	
OTHER (SPECIFY) _____:	\$ _____	
1. TOTAL:	\$ _____	
2. PLUS (+) TOTAL INCOME FROM PAGE 1 (LINE 7):	\$ _____	
	SUBTOTAL:	\$ _____
3. MINUS (-) TOTAL EXPENDITURES FROM PAGE 2 (LINE 14):	\$ _____	
	TOTAL:	\$ _____

**BALANCE FOR PRIOR YEAR ON DECEMBER 31<sup>ST</sup>**

CHECKING ACCOUNT:	\$ _____
SAVINGS ACCOUNT:	\$ _____
OTHER (SPECIFY) _____:	\$ _____
4. TOTAL (2):	\$ _____
OUT OF ADJUSTMENT (SHOULD EQUAL \$0):	\$ _____

**FORMULA (1) + (2) – (3) = (4)**

(Please use additional pages as needed.)

**SUBMITTED BY:** \_\_\_\_\_

**CHAPTER:** \_\_\_\_\_

**DATE SUBMITTED:** \_\_\_\_\_

**CALIFORNIA LAND SURVEYORS ASSOCIATION**  
2520 Venture Oaks Way, Suite 150  
Sacramento, CA 95833  
Phone: 916-239-4083  
Fax: 916-924-7323  
kim@californiasurveyors.org



# CHAPTER ANNUAL REPORT

Submission Deadline: December 31st

CHAPTER NAME: \_\_\_\_\_

NUMBER OF CHAPTER MEMBERS: \_\_\_\_\_

CORPORATE: \_\_\_\_\_ ASSOCIATE: \_\_\_\_\_ AFFILIATE: \_\_\_\_\_

STUDENT: \_\_\_\_\_ LIFE: \_\_\_\_\_ OTHER: \_\_\_\_\_

AVERAGE NUMBER OF PERSONS ATTENDING CHAPTER MEETINGS: \_\_\_\_\_

MEMBERS: \_\_\_\_\_ GUESTS: \_\_\_\_\_

CHAPTER MEMBERSHIP DUES: \_\_\_\_\_

CORPORATE: \_\_\_\_\_ ASSOCIATE: \_\_\_\_\_ AFFILIATE: \_\_\_\_\_

STUDENT: \_\_\_\_\_ LIFE: \_\_\_\_\_ OTHER: \_\_\_\_\_

FREQUENCY OF MEETINGS (e.g. Monthly or Quarterly): \_\_\_\_\_

DATE AND LOCATION OF CHAPTER MEETINGS (e.g. Third Monday at X Restaurant):  
\_\_\_\_\_  
\_\_\_\_\_

TYPE OF MEETING HELD (Please check all that apply):

LUNCH: \_\_\_\_\_ SPEAKER (Y or N): \_\_\_\_\_

DINNER: \_\_\_\_\_ SPEAKER (Y or N): \_\_\_\_\_

OTHER (e.g. Joint Meetings, Holiday Party, Vendor Event):  
\_\_\_\_\_  
\_\_\_\_\_

CHAPTER COMMITTEES:

MAP REVIEW: \_\_\_\_\_ WORKSHOP/SEMINAR: \_\_\_\_\_

MEMBERSHIP: \_\_\_\_\_ PROFESSIONAL PRACTICE: \_\_\_\_\_

LEGISLATIVE: \_\_\_\_\_ OTHER: \_\_\_\_\_

**CHAPTER OFFICERS (Fill in all that apply):**

**PRESIDENT:** \_\_\_\_\_

**FIRM/AGENCY:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**VICE PRESIDENT:** \_\_\_\_\_

**FIRM/AGENCY:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**SECRETARY:** \_\_\_\_\_

**FIRM/AGENCY:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TREASURER:** \_\_\_\_\_

**FIRM/AGENCY:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**OTHER (e.g. Past President):** \_\_\_\_\_

**FIRM/AGENCY:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**OTHER (e.g. Editor, Webmaster):** \_\_\_\_\_

**FIRM/AGENCY:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

DIRECTOR: \_\_\_\_\_

FIRM/AGENCY: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DIRECTOR: \_\_\_\_\_

FIRM/AGENCY: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DIRECTOR: \_\_\_\_\_

FIRM/AGENCY: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ALTERNATE DIRECTOR: \_\_\_\_\_

FIRM/AGENCY: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ALTERNATE DIRECTOR: \_\_\_\_\_

FIRM/AGENCY: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

(Please use additional pages as needed.)

SUBMITTED BY: \_\_\_\_\_

**CALIFORNIA LAND SURVEYORS ASSOCIATION**

2520 Venture Oaks Way, Suite 150

Sacramento, CA 95833

Phone: 916-239-4083

Fax: 916-924-7323

kim@californiasurveyors.org