

**NORTH CAROLINA SOCIETY OF SURVEYORS
POLICY MANUAL 2008**

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THE PURPOSE OF THE POLICY MANUAL

1. The purpose of this manual is to clearly define the responsibilities of the officers, the members of the Board of Directors, and the Committees to the membership of the Society. It will also allow the general membership to;
 1. Understand the direction the Society is taking for the year,
 2. How it is to be accomplished, and
 3. Who will be responsible.
2. This manual will provide guidance to the leaders of our Society and information to the general membership. Members will know the goals and responsibilities of each Officer, Director, and Committee. Progress toward these goals can be evaluated during the course of the year and assistance provided when needed.
3. The current policies are the compilation of the wisdom and experience of previous boards. They serve as a tool to guide the Society. Future revisions will reflect the continued effort to meet the changing needs and goals of the Society.
4. Each member will determine the effectiveness of this manual. Each has a responsibility to study it and make individual and collective decisions to shape the future of this Society through written direction to committees and officers.

“Every man owes a part of his time and money to the business or industry in which he is engaged. No man has the moral right to withhold his support from an organization that is striving to improve conditions within his sphere.”

Theodore Roosevelt

2008 NCSS POLICY MANUAL

ORGANIZATION CHART

Rules to Live by Executive Committee Public Relations Membership Development Human Resource NCSS PAC	President
Administrative Executive Committee Convention Bylaws Finance and Budget Human Resource	President Elect
Relations with other Societies Executive Committee Bylaws Convention Membership Development Human Resource	Vice-President
Relations with Government Agencies Executive Committee Membership Development GIS Standards of Practice Human Resource	ACSM/NSPS Delegate
Avenues for Growth and Improvement Executive Committee NCSS PAC Finance and Budget Convention Committee Human Resource	Secretary / Treasurer
Areas of Special Study Executive Committee Human Resource Nominating	Past President

OFFICERS AND BOARD OF DIRECTORS

1. All Officers and Chapter Presidents and Committee Chairmen shall submit written reports summarizing their activities and listing any agenda items to the President, President Elect, Vice-President, and Executive Director not later than 30 days prior to each regular board meeting.

PRESIDENT

The President shall be the Chief Executive Officer of the Society and guide its functions, presiding at all meetings of the NCSS Membership, NCSS Board of Directors, NCSS PAC, and the Executive Committee. He or she shall appoint the Chairperson and members of all standing committees with concurrence of the Board of Directors as soon as practical after installation. He or she shall appoint the Chairperson and members of special committees or task forces. He or she shall be an ex-officio member of all committees, serve in such other capacities as are provided in the NCSS Bylaws, and perform such other duties consistent with the objectives of NCSS. It shall be the duty of the President to implement the directions of the Board of Directors. He or she shall have no vote in any matter coming before the Board of Directors, provided however, in the event of a tie vote, he or she shall cast the deciding vote. He or she shall provide the Executive Director with a copy of all official correspondence, which he or she receives, for the permanent record of the Society.

In addition to the charges for all Officers and Directors, the President is charged with the following:

1. Attend approved state conventions and the ASCM Annual Meeting or ask another NCSS officer to attend.
2. Make chapter visitation assignments for officers and visit assigned chapters.
3. Be responsible for the activities of all committees and notify committee chairman of action items related to their committees.
4. In cooperation with the President Elect, plan the program for the out of state guests at the convention; select gifts, if any, for said guests; and be their official convention host.
5. Prepare the President's report for publication in each issue of *The Tarheel Surveyor*.
6. Establish an understanding with the Executive Director at the beginning of your term concerning the nature and amount of correspondence received in the NCSS office that you wish to receive.
7. Work with the President Elect and the Executive Director on the agenda for each meeting.
8. Serve as a special non-voting member of the Membership Development Committee and the Public Relations Committee.

SUGGESTIONS

1. Announce dates and locations of the board meetings for the coming year at the Saturday morning session of the convention. If possible, list these dates in the of *The Tarheel Surveyor*.
2. Meet with the President Elect to review the minutes of the last Board meeting within 30 days after the meeting to see that assignments have been carried out.

PRESIDENT ELECT

The President Elect shall in the absence or disability of the President perform the duties and exercise the powers of the President. The President Elect shall acquaint himself or herself with the duties of the President and shall contact the committee chairman and chapter presidents for the coming year and shall perform such additional duties as may be requested by the President. The President Elect shall be responsible for the Annual and summer meeting. The President Elect is installed at the annual awards banquet and shall preside at the next General Membership Meeting.

In addition to the charges for all officers and directors, the President Elect is charged with the following:

1. The President Elect shall serve as Chairman of the Convention Committee and be responsible for the quarterly meetings.
2. The President-Elect shall serve as a co-chairman of the Bylaws Committee.
3. Work with the President and Executive Director on the agenda for each meeting.
4. Submit a report at the Winter Board meeting recommending revisions to the committee charges for the coming year. This report will include the names of proposed committee chairman and members.
5. Be responsible for the activities of the committees indicated on the organizational chart.
6. Visit assigned chapters.

SUGGESTIONS

1. Meet with the President often to report the progress of his or her objectives. Make sure that the objectives are carried out in a timely fashion.
2. Associate with and acquaint yourself with the officers of other societies during the convention.

VICE PRESIDENT

The Vice-President shall in the absence or disability of the President Elect perform the duties and exercise the powers of the President Elect. The Vice President shall, when present, also be the parliamentarian of the Society and in all matters of parliamentary procedure coming before the Board of Directors; his or her shall be the deciding vote. The Vice-President shall perform such additional duties as may be requested by the President.

In addition to the charges for all officers and directors, the Vice-President is charged with the following:

1. Shall serve as Vice Chairman of the Convention Committee to become familiar with the duties for the following year.
2. Shall serve as co-chairman of the Bylaws Committee.
3. Have at each meeting a copy of "Roberts Rules of Order Revised" and "Parliamentary Procedures at a Glance" (or similar work), and be conversant with the Rules of Order.
4. Have a copy of the current bylaws at each meeting and be knowledgeable of their contents. In any matter relating to a bylaws question, be able to render an opinion.
5. Be alert to any suggested policy changes that may be in conflict with, or require a change in several parts of the bylaws.
6. Visit assigned chapters.
7. Be responsible for the activities of the committees indicated on the organizational chart.
8. Serve as a chairman of the Membership Development Committee.

SUGGESTIONS

1. Know the Policy Manual.
2. Review and become knowledgeable of the Board minutes for the three most recent years.
3. Compile minutes of the current Board meetings so that projects will not be forgotten in future administrations.
4. Associate with and acquaint yourself with the officers of other societies during the convention.
5. Begin listing objectives you would like to accomplish during your administration.
6. Learn how to properly conduct a business meeting.

PAST PRESIDENT

The immediate Past President shall lend the advantages of his or her experience to the successful achievement of all NCSS objectives.

In addition to the charges for all officers and directors, the Past President is charged with the following:

1. Visit assigned chapters.
2. Serve as Chairman of the Nominating Committee and assume responsibility for coordinating the efforts of a subcommittee to accept nominations for Surveyor of the Year.
2. Write a summary of his or her term in office as President for NCSS MAPS.

TREASURER

In addition to the directions of the bylaws and the Board of Directors the Treasurer shall:

1. Visit assigned chapters.
2. Be responsible for the activities of the committees indicated on the organization chart.
3. Chair the Finance and Budget Committee.
4. Serve as Treasurer for the NCSS PAC, whenever possible.
5. Serve on Convention Committee.
6. Chair Human Resource Committee.
7. Have general charge of financial matters at the Society office;
8. Act as a liaison with the Executive Director regarding non-financial matters of the Society;

SECRETARY

The Secretary shall carry out the duties of Secretary as described in these bylaws and as may be from time to time determined by the Board of Directors and President. The Secretary shall:

1. Keep accurate records and minutes of the activities and meetings of the Membership, Board, and Executive Committee;
2. Have general charge of and responsibility for all Society records, , provide all required notices under the bylaws;
3. Affix the corporate seal to any lawfully executed document requiring the same.
4. Have general charge of non-financial matters at the Society office;
5. Act as a liaison with the Executive Director regarding non-financial matters of the Society;

6. Coordinate with the Executive Director an updated roster of Members, classes of membership, and current addresses of members;
7. Recommend to the Executive Committee and Board possible changes in office systems and technology as from time to time proposed by the Executive Director.
8. Take the role call and determine the presence of a quorum prior at the beginning of each business session and inform the President at the appropriate time.

ACSM/NSPS DELEGATE

The ACSM/NSPS Delegate shall attend the Annual and Fall Technical meetings of ACSM and the Area meetings as the official delegate of NCSS to ACSM/NSPS and be the delegate on the Board of Governors of NSPS. Represent the position of NCSS fairly and accurately on any matter before ACSM/NSPS, if NCSS considered the matter. In the event the delegate is unable to attend any official meeting of ACSM/NSPS, the President or his or her designee shall become the official delegate to the meeting.

In addition to the charges for all officers and directors, the ACSM/NSPS Delegate is charged with the following:

1. Prepare written articles of activities for publication in *The Tarheel Surveyor*.
2. Promote membership in ACSM/NSPS.
3. Visit assigned chapters.
4. Be responsible for the activities of the committees indicated on the organizational chart. Notify committee chairman of action items required of their committee.
5. Serve as Southeastern Council of Professional Surveyors' delegate.
6. Serve as a special non-voting member of the Membership Development Committee.
7. Serve as a member of the Standards of Practice Committee.

DIRECTOR (as individuals)

It shall be the responsibility of each chapter President to attend all Board meetings or send an authorized representative. Each Director shall fairly and accurately present the position of his or her chapter, on any matter before the Board, if the chapter considered the matter.

If a Director is unable to attend a Board meeting he or she must submit a "Proxy Form". The "Proxy Form", available from the Society office, must be filled out by the Chapter President and delivered to the President or Executive Director prior to the beginning of the meeting. Representatives attending without a "Proxy Form" shall not have a vote and shall not be considered present for quorum purposes.

In addition to the charges for all officers and directors, each Director is charged with the following:

1. Attend all meetings of the Board of Directors or officially designate, by proxy form, someone to represent your chapter. In the event a Chapter fails to be represented at a Board meeting the Executive Director shall send a letter to all officers of that Chapter notifying them that the chapter is placed on probation. The probation will end at the next Board meeting, provided the Chapter is officially represented. When two consecutive Board meetings are unattended the Chapter representatives on the Board of Directors will be suspended for a period of one year or until the election of new officers. If four

- consecutive Board meetings are unattended by a Chapter, the Executive Committee will hold a meeting to consider recommending to the Board the dissolution of the Chapter.
2. Review with Chapter members the bylaws of the Chapter and change as needed to comply with the current NCSS Bylaws. Submit the proposed changes to the bylaws Committee for approval.
 3. Provide copies of Chapter bylaws along with a list of Chapter Officers and Chapter Members to the NCSS Office by the Spring Board of Directors' Meeting or relinquish voting rights as the Chapter Representative on the Board until such items are provided. Attend, or officially designate by proxy form someone to represent your Chapter, any Board training sessions or Board retreats sponsored by the Society. Voting rights will be denied at the next Board of Directors meeting to any chapter not represented at the training session or retreat upon motion of any Board member and determination by the Board. The Executive Committee may reserve the right to waive this penalty in cases of extenuating circumstances. If a director misses more than two Board of Directors meetings without good cause and written notification of good cause, the Board may remove the Director from office or Suspend their voting rights for a period of time such to be determined by the Board of Directors.
 4. Respond in writing to all inquiries or requests for action from officers, directors or committees of NCSS. Failure to respond to these requests for information, action, or input on interim committee reports within the time frame stated shall be assumed as your Chapter's affirmative vote on the particular request or committee report.
 5. Make a report summarizing those items of interest to Chapter members.
 6. Be thoroughly familiar with the bylaws and Policy Manual of NCSS.
 7. Invite an NCSS Officer or the NCSS Executive Director to at least one Chapter meeting.

SUGGESTIONS

1. Conduct Chapter meetings by Robert's Rules of Order.
2. Write a summary of your term in office for NCSS MAPS.

BOARD OF DIRECTORS (as a group)

The Board of Directors shall be responsible for the management, policy, procedures, and operation of the NCSS, providing however, that such actions shall be in conformance with the provisions of the bylaws. The Board of Directors may, by resolution, require any or all officers, agents, and employees of the Society to give bond to the Society, with sufficient sureties, conditioned on the faithful performance of the duties of their respective office or position and to comply with such other conditions as may from time to time be requested by the Board of Directors. Any such bond shall be at the expense of the Society. Sixty percent of the members of the Board of Directors shall constitute a quorum for the transaction of official business, one of whom shall be an officer.

In addition to the charges for all officers and directors, the Board of Directors is charged with the following:

1. At the Fall Board of Directors meeting, review with the President Elect proposed changes in committees for the upcoming year as needed.
2. Attend the Installation Banquet at the annual meeting.

EXECUTIVE DIRECTOR

REPORTS TO: NCSS Board of Directors
NCSS President
NCSS Secretary
NCSS Treasurer

POSITION OBJECTIVE

The Executive Director shall serve to promote and safeguard the interests of NCSS. He/she shall report directly to the President of the Society in matters of general concern to the Society and to the Treasurer in matters of financial concern.

The Executive Director shall generally manage the business of the Society and the Society Office and have responsibility for the day to day administration and operation of the Society in accordance with the direction of the President, the Secretary and the Treasurer and the Board of Directors and the various policies and directives of the Board of Directors. The Executive Director shall be an employee of the Society and shall serve at the pleasure of the Board of Directors.

PRIMARY RESPONSIBILITIES

FINANCIAL DUTIES – may be delegated by the Treasurer and if so shall be carried out under the direction of the Treasurer. Such duties may typically include but are not limited to the following:

1. Keep the financial records necessary or helpful to the Treasurer.
2. Coordinate with the Treasurer and Finance and Budget Committee a proposed annual budget for the society.
3. Coordinate preparation of the Society's tax returns and financial statement with the Society's Certified Public Accountant.
4. Maintain official records and files of the Society including all financial information. Maintain budget as adopted by the NCSS Board of Directors. Keep the Secretary and the Treasurer informed of all transactions.

RECORD KEEPING – May be delegated by the Secretary and if so shall be carried out under the direction of the Secretary. Such duties may typically include but are not limited to the following:

1. Keep accurate records and minutes of the activities and meetings of the Membership, Board and Executive Committee and distribute to the officers and Board of Directors copies of
 - A. Motions and actions within 10 days after each Board Meeting or General Membership Meeting.
 - B. Minutes within 30 days after each Board meeting or General Membership Meeting.
 - C. Post on the web site Officers, Chapter and Committee reports prior to each quarterly Board of Directors meeting.
2. Work with the President and President Elect on the agenda for each meeting.
3. Notify the President or officer, chapter and committee reports, which have not been received prior to any regularly scheduled Board meeting.
4. Disseminate non-routine information and data received in the Society office to the appropriate persons or committees within three days of receipt.

5. 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 Tarheel Surveyor*.
6. Maintain an accurate database of membership and dues records.
7. Maintain fire safe backups of critical Society information.
8. Keep the Secretary informed of all critical information with regard to the Society's finances.

CONVENTION - shall be carried out under the direction of the President-Elect.

1. Coordinate and plan Annual Convention and Exhibits in cooperation with the Convention Committee.
2. Prepare Convention Budget and review with the Convention Committee.
3. Coordinate and make arrangements for Convention and Exhibits with the selected hotel.
4. Coordinate and make arrangements for quarterly Board of Directors Meeting held in conjunction with the Annual Convention.
5. Be in charge of all registrations and administration of the NCSS Convention and other programs.

PUBLICATIONS - shall be carried out under the direction of the President.

1. Serve as editor of *The Tarheel Surveyor* published quarterly. *The Tarheel Surveyor* should bring value to the membership and promote the professional image of the Society.
2. Attend other meetings such as the ACSM convention when there are meetings, workshops, etc. for newsletter editors and/or Executive Directors that may be beneficial as budgeted and as approved by the NCSS Treasurer.
3. Submit copies of *The Tarheel Surveyor* to other societies and organizations as needed or requested.
4. Keep the NCSS Membership Directory updated and forward to website.
5. Prepare the Minute/Report Book, forward to web site and mail copies as requested.
6. Keep the calendar up-to-date on the website.

PROFESSIONAL EDUCATION PLANNING AND DEVELOPMENT - shall be carried out under the direction of the Treasurer in conjunction with the Education Chairman.

1. Be thoroughly familiar with Professional Education Planning and Development (PEPD) policies, N.C. Board of Examiners CPC policies, and with the PEPD database program. Effectively supervise any employees who enter data into it, and use prudent quality control measures to maintain the data's accuracy.
2. Maintain contact with the Education Chairman, to discuss problems, share insights, and generally keep the Chairman aware of the status of the programs.
3. Meet with the Education Committee to plan the next year's programs. Share insights into ways to improve the programs and policies with the committee. Distribute to all Education members notes of the meeting.
4. Arrange necessary facilities at the locations planned by the Education Committee in a timely manner, with the consent of the Treasurer.
5. Assist Education members in contacting potential program instructors.
6. Prepare contracts for all instructors for PEPD programs, with the approval of the Education Chairman and the NCSS Treasurer. Maintain contact with the instructors as necessary until all contracts and other supporting information is received. Manage the contracting schedule, including discussing the schedule with Education Committee members and contacting

- instructors, so that all contracts and other supporting information is received so that the publications announcing the programs can be published on time.
7. Maintain accurate instructor and contract information in the PEPD database.
 8. Prepare professional looking publications announcing PEPD programs. Mail to the target group designated by the PEPD in a timely manner.
 9. Answer questions from potential students to the extent possible about the programs.
 10. Register attendees for each PEPD program according to PEPD policies. Maintain registration records in the PEPD database. Provide each attendee with confirmation of his/her registration.
 11. Arrange for pleasing room layout, equipment, meals and refreshments for each program to provide a supportive environment for learning.
 12. Maintain contact with the program instructor(s) to assure handout materials are received, and with the responsible Education Committee member to make sure all remember the date. Assemble handouts in an attractive way for all students, plus file copies. Distribute handouts to the program attendees at the program.
 13. Provide professional looking name badges and sign-in and out sheets for attendees. Attend all programs in their entirety to provide administrative support, or delegate this responsibility to other NCSS staff. Effectively train any employees delegated to attend a program for administrative support.
 14. Maintain supervision so the sign-in/sign-out sheets accurately reflect the time each attendee is substantially in the program. Provide each attendee with a professional looking certificate with their name, the program, date, and the number of PEPD hours that the student earned according to the sign-in/sign-out sheets. Maintain fire safe copies of sign in/sign out sheets.
 15. Prepare accurate quarterly reports to the N.C. Board of Examiners of the programs, dates, students, and the PDHs awarded to each. Maintain accurate records of the same in the PEPD database.
 16. Pay program expenses as contracted in a timely manner.
 17. Provide financial reports of all programs and approximate staff time totals spent on various PEPD tasks to the Education Chairman and Treasurer by the later of (a) 30 days before the next Board of Directors meeting or as soon as all invoices have been received.

MEMBERSHIP DEVELOPMENT – shall be carried out under the direction of the Board of Directors in conjunction with the Membership Development Committee.

1. Present plans for programs to recruit new members and to retain existing members of NCSS.
2. Participate with the Membership Development Committee in the recruiting and retention process.
3. Visit with NCSS Chapters at their regular chapter meetings upon invitation.
4. Develop and distribute materials for recruitment and retention of members.

MEMBER SERVICES - shall be carried out under the direction of the President.

1. Correspond with other state societies and the ACSM/NSPS in order to maintain open lines of communication.
2. Answer members' questions about NCSS activities to the extent possible.

LOBBYING – shall be carried out under the direction of the Board of Directors in conjunction with the Legislative Committee.

1. Keep the membership informed about legislative activity concerning the surveying profession and business environment.
2. Form relationships with key legislative personalities.
3. Serve as the lobbyist for NCSS.

STAFFING

1. Hire, terminate, train and supervise additional office staff as budgeted after consultation with the Treasurer.
2. Prepare job description for staff.

WORK SCHEDULE

Normal work hours are Monday through Friday 9:00 am to 5:00 pm, or as arranged with the NCSS Secretary and/or Treasurer, or as necessary to do an effective job. Extended hours required during special events. Individual must be willing to travel across the state approximately twice monthly with overnight approximately twice monthly.

COMMITTEES - GENERAL NOTES

Committees contribute greatly to the success of a professional society. They distill diverse interests and philosophies into a collective wisdom. Committees offer guidance to today's leaders and a training ground for the leaders of tomorrow. Committees are vital to the Society's function to educate, set standards, improve the status of land surveyors, effect legislation, and the many other worthwhile efforts undertaken by NCSS. Committees can also become liabilities if they are not organized carefully and monitored by the parent society. 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 positions and tasks accurately to the public. No committee action shall be construed as representing NCSS opinion or policy until approved by the Board of Directors. Copies of all official committee correspondence shall be delivered to the President, President Elect, and the Executive Director and will become a part of the NCSS records.

In general, all committees shall:

1. Keep officers and the NCSS office informed of committee activities. This does not include inter-committee memos and unofficial communications, but does include committee to committee memos.
2. Submit a written report to the President, President Elect, Vice President and the Executive Director not later than 30 days before each regular Board meeting regardless of activity or if an action item or a potential action item is involved in the report.
3. Submit a written end-of-year report to the Executive Director no later than 30 days before the winter Board of Directors' meeting.
4. Each committee is to hold a meeting during the 45 days after the convention. The previous chairman should be present at this organizational meeting to assure a smooth transition.
5. No action shall be taken by any committee, which implements new policy or changes existing policy without prior approval of the Board of Directors.
6. All reported 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 NCSS, or (3) any activity or action not previously approved or mandated 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 such report at least ten (10) days prior to the meeting at which approval of such report is requested. In the event this requirement is not met, the Board of Directors may accept such report for information only with final action delayed until the next meeting. If such report involves the expenditure of non-budgeted funds the Secretary-Treasurer must be consulted as to availability of funds to accomplish the intended action.
7. Copies of all official committee correspondence shall be mailed to the President, President Elect, Secretary-Treasurer, and the Executive Director to become a part of NCSS records.
8. Submit to the Finance & Budget Committee a proposed committee budget.

STANDING COMMITTEES

BYLAWS

1. The Bylaws Committee shall be chaired by the Vice President and shall have at least three members.
2. Insure that all Chapters submit for review copies of their Bylaws to determine compliance with the current NCSS Bylaws. Any that do not comply shall be returned to the Chapter in a timely manner with comments and suggestions regarding needed changes.
3. Review any changes to Chapter bylaws as submitted.
4. Review for approval and submission to the Board, the bylaws of proposed new chapters.
5. Review any bylaws questions, which may arise from time to time and report to the Board of Directors.
6. List in the spring meeting Committee report the Chapters that, as of January 31, of that year, have submitted their bylaws.
7. Review for approval and submission to the Board, bylaws changes to be made to the NCSS bylaws from time to time.
8. Review, along with members of the NCSS Executive Committee, for approval all bylaws ballots before distribution to voting members.

CHAPTER RELATIONS

1. Develop guidelines to receive bylaws and rosters from chapters on a yearly basis and made note of whether or not the chapter members are NCSS members.
2. Re-establish struggling chapters
3. Develop guide for chapter presidents to follow with regard to speakers, pdh's, chapter seminars, etc.

CONVENTION

1. The Convention Committee shall be chaired by the President-Elect and shall be made up of the Events Committee Chairperson, at least one Corporate Member, NCSS Auxiliary President, Finance and Budget Chairperson, representatives from the local chapter area, a representative from the Education Committee and the Vice President.
2. Coordinate the activities associated with the Annual NCSS meeting including but not limited to the following:
 - A. Work with the convention facility in the and for all events.
 - B. Select speakers as required for entertainment and education to the committee for approval.
 - C. Designate someone as a contact person for these guests and other out-of-state guests, to see to their needs during their stay.
 - D. Arrange for a local chapter to plan and carry out the plat contest and update plat contest rules as necessary.
 - E. Work with the Education Committee to arrange and schedule the seminars held during the Convention.
 - F. Review previous year's convention and ideas for future conventions with the previous year's committee chair.
 - G. Develop schedule of events for current year's convention.
 - H. Work with the Executive Director to develop budget for current year's convention.
3. It is noted that the Executive Director can offer much assistance to this committee and they are therefore instructed to utilize the services of this office.

4. While all actions taken by the committee are subject to approval by the NCSS Board of directors, the committee can assume such approval will be given and proceed on that premise. Finalize details for the current year's convention. Make recommendations on future convention sites and negotiate / enter into site contracts no more than four years into the future.

EDUCATION COMMITTEE

1. This Committee shall consist of at least 5 members.
 - A) Administrator/Chairman shall have been involved at least two years with the operation of the Education Committee, Institute and/or NCSS seminars.
 - B) At least one Education board member shall be in private practice.
 - C) The Education Committee may have unlimited active volunteers to assist the PEPD Board of Directors in accomplishing their assigned goals.

NOTE: It is suggested that one member should be an educator when possible.

2. Implement a plan for regional seminars to be held throughout the year.
3. Maintain liaison with the Convention Committee to promote the seminars and education
4. Plan the topics for seminars for the upcoming year and arrange for the instructors.
5. Deliver to the Board of Directors at the next scheduled meeting an evaluation of the past NCSS Institute and the outlook and preliminary plans for future sessions.
6. Plan additional seminars and Institutes at any appropriate site in North Carolina if there is a need for extension of all or part of the present system.
7. Implement a database by which the NCSS office shall maintain a record of PDH credits as well as Institute course credits for a minimum of five (5) years.
8. Maintain a liaison with the Executive Director.
9. Formulate strategies for improvement of PEPD and submit these plans to NCSS for incorporation in the long-range plan.
10. Implement a system to monitor curriculum quality and compliance with the N.C. Board of Examiners for Engineers and Land Surveyors and adjacent state boards.

PEPD OPERATIONAL PROCEDURES

1. Funds and Accounting
All income from the PEPD activities will be deposited in the NCSS general fund but will be, except as herein provided, tabulated separately for accounting purposes only. This will allow the Education Committee to plan and organize its activities on a sound financial basis so that those efforts may be carried out in a professional manner.
2. Payments to Instructors
It shall be the objective of the Education Committee to present all programs in a professional manner, which require a professional level of compensation for instruction. Education Committee will determine the amount per contact hour to attract and maintain the desired quality of instruction. Any instructor not wishing to accept payment may have their fee donated to the NCSS Education Foundation fund in their name. All instructors are required to sign an appropriate fee and service contract.
3. Contents of Programs
PEPD will attempt to sponsor programs pertinent to the demonstrated needs of potential attendees. These needs are to be determined from questionnaires and input from sources determined by the committee. When programs are presented that may be of interest to other professions, they should be contacted and encouraged to attend.
4. Administrative Cost and Supplies

The cost for necessary clerical assistance, printing, postage, supplies, handouts, etc. will be paid by NCSS from the general fund. In addition the committee may purchase, subject to the approval of the NCSS Board of Directors, such AV equipment as necessary to carry out its programs. Such equipment shall be the property of NCSS and be available to other committees, directors or members when not needed by Education Committee.

5. In order to encourage participation in the Education Committee and in recognition of the members' work for the committee, each active member of the Education Committee shall be allowed to proctor, at no cost, up to 15 hours of the one-day (7 ½ hour) seminars under the sponsorship of this committee, including the Stand-alone seminars held along with the N.C.S.S. Institute, but specifically exempting those classes scheduled at the N.C.S.S. Convention. All members shall have the opportunity to select one seminar (7 ½ hours each) before any member is allowed to select a second seminar. With regard to the N.C.S.S. Institute: as the length of the class days at the institute vary slightly, any active member may elect to proctor up to two days of the N.C.S.S. Institute at no cost, as an alternative to the option described in paragraph 1 (above). Should this member be attending an entire section of the Institute, the member shall pay ½ of the current rate for full section attendance. The determination that a committee member qualifies as an active member shall be made by the current Committee Chairman and the current Executive Director of N.C.S.S. Members will be limited to a total of two (2) days of free instruction per year. Each member shall sign a statement acknowledging this policy and that they must meet a definition of active in order to be included in this policy.

EVENTS COMMITTEE

1. Coordinate NCSS Board and member events, golf tournaments, etc with NCSS staff.
2. Develop ideas for future NCSS events. Make budget requests, as necessary, to the Finance and Budget Committee, to support plans for future events.
- 3.
- 4.

EXECUTIVE COMMITTEE

The Executive Committee shall be made up of all NCSS elected officers plus two additional Chapter Presidents. The chapter representatives on the Executive Committee will be nominated by their peers and elected at the spring Board of Directors' Meeting. The Executive Committee shall be responsible for the continuity of NCSS activities and objectives during the period between the Board of Directors meetings. The Executive Committee shall exercise such authority during the periods listed above that may be delegated to it by the Board of Directors. Four members of the Executive Committee shall constitute a quorum for the transaction of official business, one of which shall be an officer. The Executive Committee shall also serve as the Human Resources Committee as detailed below.

FINANCE AND BUDGET

1. The Finance and Budget Committee shall consist of at least 5 members as follows:
 - A. Chairman shall be the Treasurer of NCSS.
 - B. Member shall be the President Elect.
 - C. Member shall be a member at large.
 - D. Member shall be a director
 - E. Member shall be a Representative of the Education Committee.

2. Monitor operations of NCSS office and spending throughout the year, making recommendations to the Board of Directors for changes in the current budget when necessary, and approve emergency spending to the extent necessary to insure effective operation of NCSS and its objectives.
3. Prepare preliminary proposals for the following year's budget to be published as a part of the Committee report for the Fall Board meeting. Explain all line item budgetary changes.
4. Review PEPD budget for inclusion into NCSS budget.
5. The chairman shall review and sign contracts with the instructors as submitted by the Education Committee.
6. Work with the Long-Range Planning Committee to revise the budget process to allow the general membership and the Board of Directors time to sufficiently review the proposed budget prior to approval.
7. Work to revise Committee membership to maintain continuity from year to year.
8. Work to establish NCSS investment policy and review investments from year to year.
9. Serve as the NCSS Audit Committee with respect to all IRS functions and financial affairs.

HUMAN RESOURCES COMMITTEE

1. Shall be chaired by the Treasurer.
2. Shall consist of at least the members of the Executive Committee. In the event that the same person fills the Secretary and Treasurer's offices the committee will be chaired by that person. The Education Committee chairman shall be a member.
3. If the Secretary and/or Treasurer's offices are a newly elected person, the immediate past Secretary and/or Treasurer shall serve on this committee.
4. This committee shall perform a yearly review of the Executive Director's performance and make recommendations to the Finance and Budget Committee for preparation of the budget with regard to the salary and benefits of the Executive Director.
5. This committee shall share, in writing, with the Executive Director his/her performance evaluation and recommendations for salary increases.
6. This committee shall review benefits available to NCSS employees on a yearly basis.
7. The committee shall review the job description of the Executive Director on a yearly basis.

LEGISLATIVE

1. This committee shall consist of at least 3 members to include the NCSS PAC Chairman. The chairman of this committee should have at least one-year prior service on this committee.
2. Maintain liaison with State and local governments, government agencies and other relevant associations, aiding and advising whenever possible in establishing or amending rules and regulations that govern the practice of surveying.
3. Monitor the N.C. Legislature for bills of interest to NCSS and prepare a summary of all new surveying legislation in collaboration with the NCSS lobbyist.
4. Coordinate with lobbyist the preparation of bills to be submitted on behalf of NCSS and guide them through the Legislature.
5. Receive and appropriately answer communications from other state societies regarding legislative actions at the state and national levels that pertain to surveying.

6. Maintain liaison with, and seek the support of other NCSS committees and chapters in legislative matters.
7. Work with Chairman of the NCSS PAC and NCSS lobbyist on developing shared legislative strategies.

LONG RANGE PLANNING

1. Committee Membership will be comprised of at least the members of the Executive Committee and the Chairmen of all Standing Committees. The committee may also have three additional at large members to be appointed by the President.
2. Evaluate all possible input as to the desired goals for the Society and list of Goals for at least five years forward. Utilize input from the membership and other outside sources as may be necessary.
3. Communicate with other committees to attain the stated goals and to formulate an annual review procedure to maintain the Long-Range Strategy.
4. Take charge of working with the NCSS office staff to arrange for the strategic planning process each year (or every other year).
5. Take the lead in marketing the strategic plan to NCSS membership.
6. Evaluate the success of the strategic plan on a yearly basis and report at the winter General Membership meeting.

MEMBERSHIP DEVELOPMENT

1. List the number of members by category and report at the Spring Board of Directors meeting. Establish goals for NCSS membership in each category of membership and implement a plan to attain these goals.
2. Establish goals for ACSM/NSPS membership, and formulate and implement a plan to attain these goals.
3. Maintain liaison with the Executive Director in promoting and maintaining updated membership lists.
4. Plan and implement a membership drive each year.
5. Receive nominations for Fellow Member in accordance with the bylaws.
6. List the current membership benefits. Investigate the possibility of additional benefits.
7. The Vice President of NCSS shall be chairperson of this committee.
8. Revise the membership application form as necessary.
9. Work to increase chapter membership – work with individual chapters.
10. Work to establish new chapters or re-active inactive chapters.
11. Coordinate chapter officer training sessions each year.
12. Evaluate ways to raise the status of chapter officers among their peers.
13. May include Benefits Subcommittees.
14. The Benefits Subcommittee may:
 - A) Represent NCSS as a liaison with current and prospective insurance programs, the NCSS staff and insurance agents;
 - B) Report to NCSS the status of current and/or proposed insurance programs;
 - C) Seek and evaluate proposals on current and/or proposed insurance programs as deemed necessary and appropriate from time to time by the committee members;

- D) Ensure NCSS insurance programs run smoothly and provide current reports to the NCSS Board of Directors and/or members at quarterly Board meetings.

NOMINATING

In addition to the bylaws requirements:

1. This committee shall be chaired by the Past President of NCSS.
2. Make nominations for Board of Examiners appointments.
3. Make nominations for other selected State Boards as appropriate.
4. Request nominations for Society officers and award recipients from chapter and members.
5. May include a Nominating Subcommittee for the Surveyor of the Year which shall be made up of the past three winners of the award, Solicit nominations for award and make nominations for Surveyor of the Year Award.

PUBLIC RELATIONS

1. Shall consist of two Executive Committee members and at least two chapter representatives
2. Prepare press releases for each officer and Surveyor of the Year after the election. Send the press releases to the hometown paper of each officer and Surveyor of the Year, and to the paper in area of the convention for publication during the convention.
3. Promote National Surveyors Week in the media and on the internet.
4. Coordinate publicity about the convention and all other NCSS events in various media outlets.
5. Gather articles from members for publication in *The Tarheel Surveyor* as well as in other professional magazines.
6. Review and revise NCSS marketing materials and website information with NCSS Executive Director and appropriate marketing staff.
7. When possible, represent NCSS at trade shows and career fairs with displays and/ or speakers.
8. Take the lead in promoting NCSS activities, the surveying profession and both educational and scholarship opportunities within the profession.
9. Take the lead in PR crises management when necessary.
10. May consist of Geocaching and Website Subcommittees.

STANDARDS OF PRACTICE

1. The Standards of Practice Committee shall be responsible to review and suggest changes to the standards of practice for land surveyors in North Carolina. This Committee shall (i) review ACSM/NSPS ALTA survey standards and from time to time report to the Board on such standards and recommended changes; and (ii) review and report to the Society on new technology and its effect on standards of practice. The ACSM/NSPS delegate shall be a member of this committee.
2. Monitor issues related to Geographic Information Systems.
3. Work with the Standards of Practice Committee, the ACSM/NSPS Delegate and ASPRS on standards pertaining to Geographic Information Systems.

SPECIAL LIAISONS

FEMA LIAISON

1. Maintain liaison with FEMA, and the appropriate ACSM and NSPS committees.
2. Monitor national regulations regarding emergency management.

N.C. BOARD OF EXAMINERS LIAISON

1. Attend regular scheduled Board of Directors meetings (at least 4 per year) and any special meetings pertaining to topics of interest to surveyors.
2. Keep NCSS informed of points of interest concerning methods and procedures implemented by or for the Board of Registration.
3. Keep communication lines open between NCSS and the Board of Registration.
4. Present the appropriate NCBELS contact person with our seminar and Institute information as soon as it becomes available.

NC GEODETIC SURVEY LIAISON

1. Keep the members of NCSS informed about the status of NCGS developments. .

N.C. BAR LIAISON

1. Maintain liaison with N.C. Bar Association at state levels in matters of common concerns, such as legal descriptions, recording of plats, loan surveys, etc.
2. Address the Bar Association on common goals and problems. Maintain liaison with Title Insurance companies and their organizations.
3. Provide the name of the Bar Association contact person to the President.

SPECIAL COMMITTEES

NCSS PAC

1. Shall consist of the following members.
 - A. Treasurer shall be elected by the NCSS PAC Board of Directors.
 - B. The NCSS PAC Committee shall consist of at least three people, one of which is the Treasurer. The Treasurer and the Chairman shall not be the same person. Whenever possible, the NCSS Treasurer will serve in the capacity as NCSS PAC Treasurer.
 - C. The Executive Committee of NCSS PAC shall consist of the NCSS Executive Committee and the NCSS PAC Committee.
 - D. The Treasurer shall be a resident of North Carolina.
 - E. The treasurer shall attend all training workshop at such time intervals as mandated by the North Carolina State Board of Elections and shall follow all rules and guidelines as may be established by the North Carolina State Board of Elections.
2. Solicit and donate funds to elected officials supportive of the surveying profession in North Carolina in collaboration with the recommendations of the NCSS Lobbyist.
3. Treasurer shall file all reports at such time intervals as mandated by the North Carolina State Board of Elections.
 - A. Pre-primary report - no later than the 10th day preceding the primary report.
 - B. Post-primary report - Filed no later than 10 days following the primary report.
 - C. Pre-election report - 10 days preceding the general election.
 - D. Annual Report - If contributions are received or expenditures made during a calendar year for which no other reports are required, any and all shall be reported by January 7th of the following year.
 - E. Referendum Reports - (see campaign reporting manual)
4. The PAC may spend up to \$1500 subject to the approval of the Executive Committee in situations where it is not prudent to wait for the Board of Directors' approval.

POLICY ON NCSS PAC SOLICITATIONS AND FUND RAISING

1. All Activities using the name of the NCSS PAC or any relation or association with the NCSS PAC name must coordinate information of said activities through the NCSS office.
2. The NCSS PAC must submit to a formal audit upon the appointment of each successive treasurer and at any other time as deemed necessary by the NCSS Board of Directors.

NCSS MAPS, INC.

1. See the Articles of Incorporation.

NCSS EDUCATION FOUNDATION, INC.

1. See the Articles of Incorporation.

NCSS AUXILIARY

1. See Auxiliary Bylaws.

MISCELLANEOUS POLICIES

1. At the Board of Directors meeting each officer and committee report is limited to five (5) minutes. Any extension of time for a report must be requested prior to the approval of the agenda and approved with the agenda.
2. Eliminate discriminatory language in all official publications and communications either written or oral.
3. Any proposed actions or decisions made by a committee shall be the results of participation/input by a simple majority of the committee. When the majority is less than 2/3, a minority opinion shall be given to the Board of Directors.
4. Any official correspondence between committees will be sent to the NCSS office for distribution to the appropriate persons or committees.
5. For articles to be considered for publication in *The Tarheel Surveyor*, articles must be submitted to the Society office by such dates as published in each *Tarheel Surveyor*.
6. Those persons serving on committees by virtue of being a corporate member or a representative of a corporate member, in accordance with the bylaws, shall have no vote on the committee.
7. According to the bylaws, two (2) members of the incoming Board of Directors shall be elected by the incoming Board of Directors at the Spring Meeting, to serve on the Executive Committee.
8. Hold any Executive Sessions at the end of the Business Meeting if at all possible.
9. It shall be the policy of NCSS to offer to new licensees a free membership for the remainder of the year in which they become licensed or of the first NCSS billing cycle.
10. According to the bylaws, NCSS shall not continue to pay for life insurance benefits or any other benefits for a member who has not paid their dues to NCSS by September 15 of each year as that member, having not paid dues in a timely manner, will no longer be considered a member in good standing.

POLICY ON ANTI-TRUST

The North Carolina Society of Surveyors, Inc. is a not-for-profit organization. The Society is not organized to and may not play any role in the competitive decisions of its members or their employees, nor in any way restrict competition among members or potential members. Rather it serves as a forum for a free and open discussion of diverse opinions without in any way attempting to encourage or sanction any particular business practice.

The Society provides a forum for exchange of ideas in a variety of settings including its annual meeting, educational programs, committee meetings and Board meetings. The Board of Directors recognizes the possibility that NCSS and its activities could be viewed by some as an opportunity for anti-competitive conduct. Therefore, this policy statement clearly and unequivocally supports the policy of competition to comply strictly in all respects with those laws.

While recognizing the importance of the principle of competition served by the antitrust laws, the Society also recognizes the severity of the potential penalties that might be imposed on not only the Society but its members as well in the event that certain conduct is found to violate the antitrust laws. Should the Society or its members be involved in any violation of federal/state antitrust laws, such violation can involve both civil and criminal penalties that may include imprisonment for up to 3 years as well as fines up to \$350,000 for individuals and up to \$10,000,000 for the Society plus attorney fees. In addition, damage claims awarded to private parties in a civil suit are tripled for antitrust violations. Given the severity of such penalties, the Board intends to take all necessary and proper measures to ensure that violations of the antitrust laws do not occur.

POLICY ON INTERNAL CONTROLS FOR THE NCSS

1. For investment accounts – Edward Jones, or other investment companies approved by the Executive Committee , etc.
 - A. Require two signatures (either from Executive Director, President and/or Treasurer) for withdrawals from savings account for purposes other than to be deposited into the NCSS account.
 - B. Monthly account statements from Edward Jones be sent to the Executive Director and Treasurer.
2. Office Controls
 - A. Require two check signatures (either from the Executive Director, President, and/or Treasurer) for amounts exceeding \$3,000.00. Double signatures will not be required on matters of contract that have been previously agreed upon by the Executive Director and Treasurer.
 - B. Copies of invoices with proposed checks to Treasurer for approval prior to payment for accounts over \$1,000.00
 - C. Copy of check journal and also bank statement sent by bank directly to Treasurer for review on a monthly basis.
 - D. Review of credit card statement and receipts prior to payment and limit credit line to a maximum amount to be approved by the Treasurer and the Executive Committee.
 - E. Credit cards will be provided to the NCSS Treasurer, Executive Director and Administrative Assistant. Credit Cards provided to staff must be approved by the

NCSS Treasurer. Any individual transaction over \$3,000 must be approved by the NCSS Treasurer.

3. Policies

- A. Establish a policy to be utilized on behalf of the Society in purchasing equipment, supplies and securing of services.
1. Three quotes needed when purchasing items costing over \$2000.00.
 2. Need bids periodically for services such as printing, professional services, web site maintenance and others.
 3. The treasurer has the right to waive (1) and (2) under Policies in the event of an emergency or when these items are available from limited vendors.

POLICY ON SOLICITATIONS AND FUND RAISING

1. All Activities using the name of the NCSS or any relation or association with the NCSS name must coordinate information of said activities through the NCSS office.
2. All regular dues, fees, charges and standing solicitations will be set by the Finance and Budget Committee and approved by the Board of Directors at the annual summer meeting.
3. When conflict or disapproval occur the President and the Treasurer of the NCSS shall set any fees, dues, charges, etc., until the matter can be resolved by a vote of the Board of Directors of NCSS.
4. All committees, chapters and independent members should avoid conflict and competition with each other. If conflict occurs between committees, chapters and independent members, then an effort should be made to solve these conflicts without affecting the goals of NCSS.
5. This policy covers the following groups:
 - North Carolina Society of Surveyors - State Organization
 - North Carolina Society of Surveyors - Committees
 - North Carolina Society of Surveyors - Chapters
 - North Carolina Society of Surveyors - Auxiliary
 - North Carolina Society of Surveyors - Independent Members
 - All 501 (c)(3) organizations affiliated with the North Carolina Society of Surveyors
6. Need and Control information
 - Chapter dues - Individual chapters
 - State dues - Finance and Budget Committee - Board of Directors
 - Exhibit fees - Treasurer, Convention Chairman
 - Convention fees - Treasurer, Convention Chairman
 - Education fees - Treasurer, Education Chairman.
7. All fund raising activities and/or functions to be held at the annual meeting must be pre-approved by the NCSS Board of Directors no later than the Fall Board of Directors' meeting from the previous year.

POLICY ON APPARENT AUTHORITY / PUBLIC STATEMENTS

It shall be the policy of the association that any communications on behalf of the association shall be official, at the direction of the chairman, board or staff. NO statements shall be made, either verbal or written that conflict with the position or policy of the association. Leadership should understand

that by virtue of their position, that any statements may be perceived as official and made on behalf of the organization. To control official communications, stationery and business cards shall be for the use of the staff ONLY. Members of the board, committees or chapters may not use stationery. Staff will prepare letters sent on behalf of the organization with a copy remaining in the office. Exceptions may be made to the policy so long as the purpose of the letter is made known and approved by the board in advance; if the exception is approved, a copy of the outgoing letter shall be provided to the staff within 24 hours of dissemination, for permanent file retention.

POLICY ON RECORD RETENTION

It shall be the policy of the association that the NCSS office staff shall subscribe to the record retention policy recommended by the Internal Revenue Service of the United States Government.

POLICY ON NCSS LOGO USE

It shall be the policy of the association that members and chapters of the association may use the official NCSS logo only when accompanied by the wording “member of NCSS” or “chapter of NCSS”. Furthermore, it will be understood that any member or chapter or other entity using the NCSS logo is not speaking for or in any way representing NCSS and they are not using the official NCSS logo.

POLICY ON RELEASE OF MEMBER MEMBER INFORMATION TO THE PUBLIC PRIVACY

It shall be the policy of NCSS that member contact information will be shared with other members upon request. Furthermore, it shall be the policy of the association that member business information only will be released to the public.

Any member of NCSS may request an electronic copy of the membership list at no cost to the member. All personal information including email addresses and home contact information shall not be available in electronic format.

POLICY ON NCSS LIFE INSURANCE COVERAGE OF MEMBERS / NON-MEMBERS

As of November 2007, new NCSS Auxiliary members henceforth will not be eligible to receive the NCSS life insurance benefit as new auxiliary members.

As of November 2007, NCSS will provide the member life insurance benefit only for NCSS members and spouses / dependents of members.

POLICY ON OFFICER TRAVEL AND TRAVEL EXPENSES

It is the policy of NCSS, Inc. to help the Officer or other authorized individuals of NCSS, Inc. with their authorized travel expenses when they represent NCSS, Inc. at Board of Directors’ meetings or on other official authorized NCSS, Inc. business.

I. AUTHORIZATION

In order to be reimbursed for travel as an official representing NCSS, Inc., that person shall notify in writing the Executive Director of NCSS, Inc. in advance of making any

arrangements. Authorization for travel shall be approved by the President and the Secretary/Treasurer of NCSS, Inc.

II. OFFICERS

The officers of NCSS, Inc. shall include the following:

1. President – When invited by adjoining or nearby state surveying societies, the President will be reimbursed for travel to other state conventions. In the event that the President cannot attend, another officer will be asked to take his or her place and travel will be paid from the President’s expense item. Travel and registration fees will be paid for attending the ACSM Annual (spring) Meeting.
2. President Elect
3. Secretary / Treasurer
4. Vice President
5. Past President
6. ACSM Delegate – Travel and registration fees for the ACSM Spring and Fall Meetings will be reimbursed. Travel to NSPS Area 3 & 4 meetings will also be reimbursed.

The aforementioned officers shall receive reimbursement equal to the actual costs for lodging and mileage. Lodging shall be reimbursed at a rate set by the event hotel or property for NCSS members for one night’s stay while attending Board meetings and up to two nights stay while attending the NCSS Convention. Mileage shall be reimbursed at the maximum allowable rate set by the IRS for travel to and from Board of Directors’ meetings. Officers should be prepared to submit both verbal and written reports as further documentation of their travel.

III. TRANSPORTATION

1. Air transportation for authorized business travel shall be arranged at the lowest available airfare.
2. Automobile – at a rate set by the NCSS Board of Directors not to exceed the current IRS rate per mile based on mileage driven and not to exceed the cost of the lowest available airfare.
3. Rental Car – a rental car will be reimbursed when transportation from the airport to the hotel/convention site is unavailable or when renting a car would be more economical than using a shuttle or taxi to the hotel/convention site.

IV. LODGING

1. Lodging at conventions (other than the NCSS Convention) – Prior to each convention, the President and Secretary / Treasurer will confer and set a lodging reimbursement rate based on the available “single” rate at the convention hotel.
2. Lodging at meeting – Expenses for a single room will be reimbursed at a rate not to exceed the IRS per diem for CONUS rates for travel.

V. PER DIEM

Meals – Meals will be reimbursed in the amount of \$35 per day or at actual costs with receipts contingent upon review by the Executive Director and NCSS Treasurer or the NCSS Executive Committee.

VI. COMMENTS AND UNDERSTANDINGS

1. It is requested that all NCSS, Inc. Officers do all that is possible to minimize costs to NCSS, Inc. Wherever cost can be shared with the host, affiliate, or other societies, this will be done.
2. All travelers purchasing advance reduced cost airfares may submit claims for reimbursement prior to actual travel.
3. A voucher for travel reimbursement must be submitted promptly to the NCSS, Inc. Executive Director. With the exception of per diem items and automobile mileage, expenses will only be paid where an itemized receipt from the establishment providing the services is submitted with the voucher.
4. Where the Officer is representing NCSS, Inc. at another organization, a report or news item about the trip shall be submitted that will be suitable for publication in *The Tarheel Surveyor*. Unless otherwise stated herein expenses shall not be paid until the report has been received.
5. Officers are expected to submit both travel reimbursement vouchers and reports not more than 30 days after completion of travel.
6. Long distance telephone calls relating to NCSS, Inc. business will be reimbursed when requested and documentation is provided.
7. Any special or one-time travel should have prior approval as per the travel authorization clause.
8. Non-reimbursable expenses include alcoholic beverages, personal services or gifts and expenditures made without a receipt (except items covered by per diem).
9. Individual committee travel expenses are non-reimbursable unless prior approval from the Executive Director or Treasurer has been received.