

**POLICY MANUAL OF THE
NORTH CAROLINA SOCIETY OF SURVEYORS, INC.**

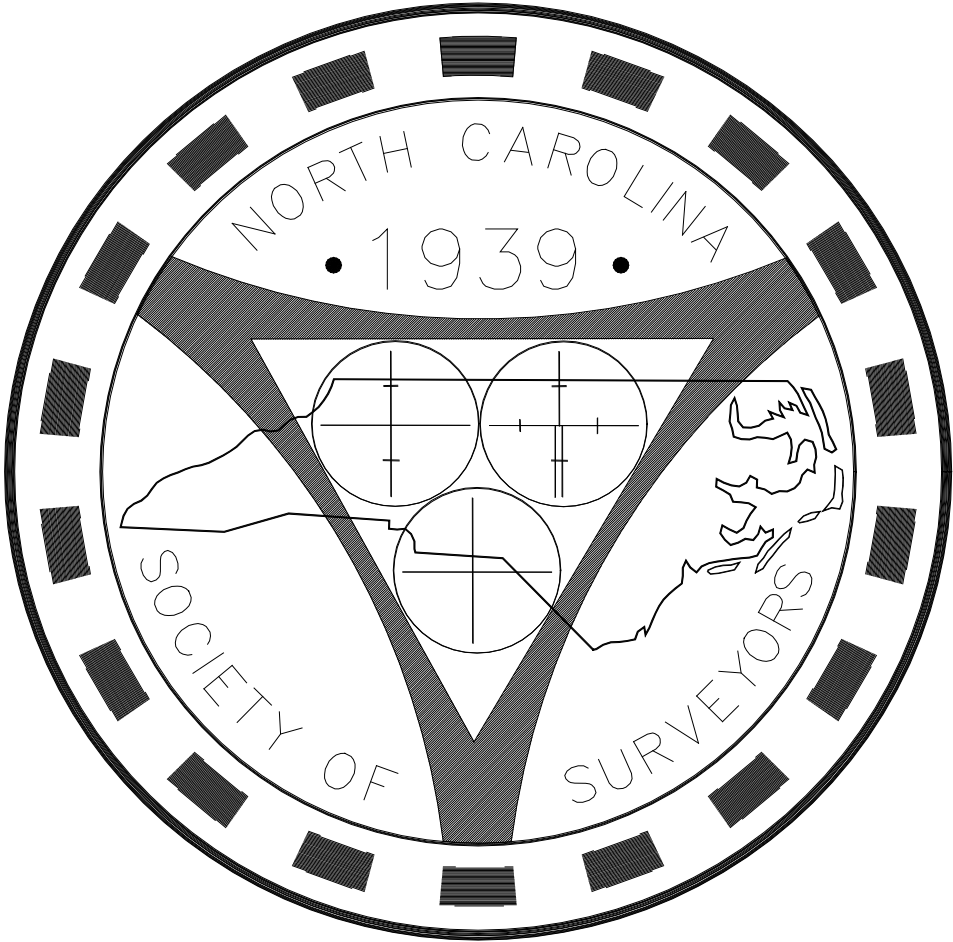


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I. STATEMENT OF PURPOSE

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;

- Understand the direction the Society is taking for the year,
- How it is to be accomplished, and
- Who will be responsible?

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.

“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

II. ORGANIZATION STRUCTURE

BOARD OF DIRECTORS

President
President Elect
Vice-President
Secretary/Treasurer
Past President
NSPS Delegate
Chapter Presidents

EXECUTIVE COMMITTEE

President
President Elect
Vice President
Secretary/Treasurer
Past President
NSPS Delegate
At-large Chapter President
At-large Chapter President

CHAPTERS

Local Chapters

COMMITTEES & LIAISONS

Standing Committees
Special Committees
Special Liaisons

III. OFFICERS AND BOARD OF DIRECTORS

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. The President shall appoint the Chairperson and members of all standing committees with concurrence of the Board of Directors as soon as practical after installation. The President shall appoint the Chairperson of special committees or task forces. The President shall be a non-voting 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. The President 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 and without limitation, the President is charged with the following:

1. Attend approved state conventions and the ASCM Annual Meeting.
2. Make chapter visitation assignments for officers and visit assigned chapters.
3. Oversee the activities of all committees and notify committee chairman of action items related to their committees no later than 10 days after the board meeting.
4. In cooperation with the President Elect, plan the program for the out of state guests at the conference; 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. Work with the President Elect and the Executive Director on the agenda for each meeting.
7. Announce dates and locations of the board meetings for the coming year at the General Membership meeting of the conference. If possible, list these dates in the *The Tarheel Surveyor*.
8. At the end of the term, shall file a report of accomplishments and unfinished business.
9. Meet with the President Elect to review the minutes of the last Board meeting within 30 days after the meeting to evaluate the status of assignments.

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.

In addition and without limitation, the President Elect is charged with the following:

1. The President Elect shall serve as Chairman of the Convention Committee.
2. Work with the President and Executive Director on the agenda for each meeting.
3. 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.
4. In cooperation with the President, plan the program for the out of state guests at the conference; select gifts, if any, for said guests; and assist in hosting.
5. Visit chapters assigned by the President.
6. Be responsible for recapping the Board of Director's meeting to the General Membership meetings held in the summer and winter.
7. 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.
8. Meet with the President Elect to review the minutes of the last Board meeting within 30 days after the meeting to evaluate the status of assignments.

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. The Vice-President shall perform such additional duties as may be requested by the President.

In addition and without limitation, 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. 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.
3. 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.
4. Be alert to any suggested policy changes that may be in conflict with, or require a change to the bylaws.
5. Visit chapters assigned by the President.
6. Serve as a chairman of the Membership Development Committee.

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 and without limitation, the Past President is charged with the following:

1. Visit chapters assigned by the President.
2. Serve as Chairman of the Nominating Committee. See Article X Section 7 of the NCSS Bylaws for details.
3. Write a summary of his or her term in office as President for the archival of NCSS MAPS.
4. Assist President in completing unfinished business.

SECRETARY/TREASURER

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

In addition and without limitation, the Secretary/Treasurer is charged with the following:

1. Chair the Finance and Budget Committee.
2. Keep accurate records and minutes of the activities and meetings of the General Membership, Board of Directors, and Executive Committee;
3. Have general charge of and responsibility for all Society records, assure all required notices under the bylaws are provided;
4. Affix the corporate seal to any lawfully executed document requiring the same.
5. Coordinate with the Executive Director an updated roster of Members, classes of membership, and current addresses of members;
6. Recommend to the Executive Committee and Board possible changes in office systems and technology as from time to time proposed by the Executive Director.
7. Take the role call and determine the presence of a quorum prior to the beginning of each business meeting and inform the President at the appropriate time.
8. Visit chapters assigned by the President.
9. Serve as Secretary/Treasurer for the NCSS PAC, whenever possible.
10. Serve on Conference Committee.
11. Have general charge of financial matter for NCSS.
12. Develop and maintain an employee manual.

NSPS DELEGATE

The NSPS Delegate shall attend the Annual and Fall Technical meetings of ACSM and the Area meetings as the official delegate of NCSS to NSPS and be the delegate on the Board of Governors of NSPS. In the event the delegate is unable to attend any official meeting of NSPS, the President or President-Elect shall become the official delegate to the meeting.

In addition and without limitation, the 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 chapters assigned by the President.
4. Serve as an Area 3-4 Governor.
5. Serve as a member of the Membership Development Committee.
6. Serve as a member of the Standards of Practice Committee.

BOARD OF 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. The Chapter representative must be appointed in accordance to Article 7, Section 9 of the bylaws. Representatives attending without a "Proxy Form" or a professional or professional life member of the society shall not have a vote and shall not be considered present for quorum purposes.

In addition and without limitation, each Director is charged with the following:

1. Attend all meetings of the Board of Directors or assure a properly designated Chapter representative attends, by proxy form, 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.
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.
4. Respond in writing to all inquiries or requests for action from the Executive Director of NCSS.
5. Make a report summarizing board actions and information presented at the Board of Director's meeting 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 per year.

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.

In addition and without limitation, 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

The Executive Director shall serve to promote and safeguard the interests of NCSS. 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. The Executive Director shall be an employee of the Society and shall serve at the pleasure of the Board of Directors.

IV. COMMITTEES

General Notes

Committees contribute greatly to the success of a professional society. They distill diverse interests and philosophies into 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, and 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 board of directors. 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. Deliver a written report to 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. Deliver 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. Committee Chairs are to report to the President and the Executive Director within 30 days and give a list of their committee members.
5. 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.
6. Submit to the Finance & Budget Committee a proposed committee budget.
7. The chairman of each committee shall discuss with the President and/or President-Elect within 10 days to discuss action items from the Board of Director's meeting.

General Members of committees shall meet at the call of the Chair thereof at such place, as the Chair shall designate after reasonable notice has been given to each committee member Each committee shall keep minutes of its proceedings; shall provide written reports of its action to the President, President-Elect, Vice President, and Executive Director within a reasonable time which shall be at least thirty days before the next Board meeting following a committee meeting; shall provide copies of all committee correspondence to the President, President-Elect, Secretary and Executive Director which shall be kept in the permanent records of the Society.

V. STANDING COMMITTEES

CHAPTER RELATIONS/ MEMBERSHIP DEVELOPMENT

The Chapter Relations/Membership Development Committee shall establish goals and implement plans to increase all classes of membership in NCSS.

1. The Vice President of NCSS shall be chairperson of this committee.
2. 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.
3. Work with struggling chapters and promote local support.
4. Develop guide for chapter presidents to follow with regard to speakers, PDH's, chapter seminars, etc. This should be done prior to the Spring BOD meeting since it is to be turned in at the Spring BOD meeting.
5. 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.
6. Plan and implement a membership drive each year.
7. Receive nominations for Fellow Member in accordance with the bylaws.
8. List the current membership benefits. Investigate the possibility of additional benefits.
9. Revise the membership application form as necessary.
10. Work to increase chapter membership – work with individual chapters.
11. Work to establish new chapters or re-active inactive chapters.
12. Coordinate chapter officer training sessions each year.
13. Evaluate ways to raise the status of chapter officers among their peers.
14. Develop strategy to inform surveyors of the benefits of NCSS.

CONFERENCE

The Conference Committee shall plan, develop, arrange and coordinate the Society's Annual meetings.

1. The Conference Committee shall be chaired by the President-Elect and shall be made up of the Events Committee Chairperson, at least one Sustaining Member, NCSS, Finance and Budget Chairperson, representatives from the local chapter area, a representative from the Education Committee and the Vice President. Vice President is vice chair of this committee.
2. Coordinate the activities associated with the Annual NCSS meeting including but not limited to the following:
 - A. Work with the conference center staff for all events.
 - B. Select speakers as required for entertainment and education to the committee for approval.
 - C. Designate President and President-Elect 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 judge and arrange for displaying the plats for the plat contest. Update plat contest rules as necessary.
 - E. Work with the Education Committee to arrange and schedule the seminars to be held during the Conference.
 - F. Review previous year's conference and ideas for future conferences with the previous year's committee chair.

- G. Develop schedule of events for current year's conference.
 - H. Work with the Executive Director to develop budget for current year's conference.
3. Finalize details for the current year's conference. Make recommendations on future conference sites.

EDUCATION COMMITTEE

The Education Committee shall be responsible for professional education planning and development (PEPD).

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 and one member should be an educator when possible.
 - C. The Education Committee may have unlimited active volunteers to assist them in accomplishing their assigned goals.
2. The Education Committee shall:
 - D. Maintain liaison with the Convention Committee to promote the seminars.
 - E. Plan the topics for seminars for the upcoming year and arrange for the instructors.
 - F. Deliver to the Board of Directors at the next scheduled meeting an evaluation of the past Institute and the outlook and preliminary plans for future sessions.
 - G. 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.
 - H. 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.
 - I. Maintain a liaison with the Executive Director.
 - J. Formulate strategies for improvement of PEPD and submit these plans to NCSS for incorporation in the long-range plan.
 - K. Implement a system to monitor curriculum quality and compliance with the N.C. Board of Examiners for Engineers and Surveyors.
 - L. Education Committee Chair is to bring discussion before the BOD at the spring meeting about ideas, topics and locations for seminars. Directors should be ready to discuss the needs and wants of their chapters and any chapter plans for seminars in the coming year.
3. The Education Committee shall present a proposed budget as part of the NCSS general budget.
 - A. Funds and Accounting
 - All income and expenses from the PEPD activities will be deposited in the NCSS general fund.
 - B. Payments to Instructors
 - It shall be the objective of the Education Committee to present all programs in a professional manner, which requires 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 a place of their choice. All instructors are required to sign an appropriate fee and service contract.

C. Contents of Programs

NCSS 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.

D. Administrative Cost and Supplies

The cost for necessary clerical assistance, printing, postage, supplies, handouts, etc. will be paid 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 for PEPD activities.

E. Participation

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 and receive PDH credit for, at no cost, up to 15 hours of any seminars under the sponsorship of this committee, including the Stand-alone seminars held along with the NCSS Institute, but specifically exempting those classes scheduled at the NCSS Conference. All members shall have the opportunity to select one seminar before any member is allowed to select a second seminar. With regard to the NCSS 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 NCSS 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 NCSS 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.

EXECUTIVE COMMITTEE

The Executive Committee shall be responsible for the continuity of NCSS activities and objectives.

- 1) 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.
- 2) The Executive Committee shall exercise such authority during the periods listed above that may be delegated to it by the Board of Directors.

- 3) Four members of the Executive Committee shall constitute a quorum for the transaction of official business.
- 4) May approve emergency spending to the extent necessary to insure effective operation of NCSS and its objectives.
- 5) The Executive Committee shall also serve as the Human Resources Committee.

FINANCE AND BUDGET

The Finance and Budget Committee shall monitor Society spending.

1. The Finance and Budget Committee shall consist of at least 5 members as follows:
 - A. Chairman shall be the Secretary/Treasurer of NCSS.
 - B. Member shall be the President Elect.
 - C. Member shall be a member at large.
 - D. Member shall be a Chapter President.
 - 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 with approval from the Executive Committee.
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 Education budget for inclusion into NCSS budget.
5. The chairman shall assist in reviewing 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 the Finance and Budget Committee membership to maintain continuity from year to year.
8. Work to establish NCSS investment policy and monitor investments.
9. Serve as the NCSS Audit Committee with respect to all IRS functions and financial affairs.

LEGISLATIVE

The Legislative Committee shall work with North Carolina state, county and local government entities and make recommendations and provide assistance to such entities regarding the practice of surveying and such laws, statutes, regulations, rules and ordinances which affect the practice of surveying.

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 Executive Director.
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 Executive Director on developing shared legislative strategies.

LONG RANGE PLANNING

The Long Range Planning Committee shall develop long range goals for the Society.

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 maintain 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 for 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.

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.
5. This committee is also required to solicit names for Directors of the Education Foundation. Coordinate with Education Foundation President and find what vacancies need to be filled.
6. 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

The Publicity and Public Relations Committee shall endeavor to advance and enhance the recording and publication of favorable publicity for the Society, its Members and surveying in general.

1. Shall consist of two Executive Committee members and at least two Chapter Presidents.
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.

STANDARDS OF PRACTICE

The Standards of Practice Committee shall be responsible to review and suggest changes to the standards of practice for land surveyors in North Carolina.

1. The Standards of Practice Committee shall be responsible for reviewing and suggesting 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.
2. The ACSM/NSPS delegate shall be a member of this committee.
3. Monitor issues related to Geographic Information Systems.

VI. SPECIAL LIAISONS

NCBEES LIAISON

1. Attend regular scheduled NCBEES 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 NCBEES.
3. Keep communication lines open between NCSS and the NCBEES.

4. Present the appropriate NCBEES contact person with our seminar and Institute information as soon as it becomes available.

RECRUITER LIAISON

1. Maintain liaison with Recruiter and keep NCSS informed of updates and ongoing activities.

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. Maintain liaison with Title Insurance companies and their organizations.
3. Provide the name of the Bar Association contact person to the President.

VII. 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.

Railroad Access Permits

- 1.

Land Records Advisory Council

- 1.

Electronic Recording Council

- 1.

Geographic Information Coordinating Council

- 1.

VIII. CHAPTERS

Section 1 General

Consistent with the Society’s purposes and objectives to advance the knowledge and practice of surveying it is the policy of the Society to assist and support its Members to establish chapter organizations throughout the State, provided, however, such chapter organizations adhere at all times to the By-Laws, the Articles of Incorporation of the Society, and such policies adopted by the Board of Directors.

Section 2 Application and Acceptance

Members desiring to become affiliated as a Chapter of the Society shall apply to the Board of Directors as a proposed Chapter. A proposed Chapter must agree to adhere to the Society’s By-Laws, Articles of Incorporation, and such policies as are from time to time adopted by the Board. Included with its application, the proposed Chapter shall submit its separate By-Laws for approval by the Board. In order to be approved as a

Chapter and to maintain its status as a Chapter, such Chapter's By-Laws must (i) be consistent with the requirements of the By-Laws; (ii) provide that all Chapter officers and a majority of Chapter members shall at all times be Professional or Professional Life Members (voting Members) in good standing with the Society; (iii) provide that all amendments to Chapter By-Laws are subject to approval by the Society's Board; and (iv) provide a method to elect, select, or appoint a qualified (voting) Member of the Society as the Chapter's representative on the Society's Board of Directors for a term consistent with the By-Laws and in a manner consistent with the By-Laws. Upon approval of the proposed Chapter's application and By-Laws, the Board shall report such to the Membership. By a majority of affirmative votes cast by Members at any Annual or summer meeting, the proposed Chapter shall be elected a Chapter of the Society.

Section 3 Reports

Each Director representing a Chapter shall provide the Executive Director a written report on Chapter activities at least thirty (30) days before each quarterly Board meeting and from time to time as otherwise may be necessary to inform the Society of Chapter activities, elections, officers, and events. Each director shall annually provide the Executive Director with a copy of chapter bylaws, the chapter roster and the chapter officers at least 30 days before the Spring Board of Directors' Meeting. Chapter voting rights will be denied until this information has been provided to the Executive Director.

Section 4 Removal

A Chapter may be removed from the rolls of the Society for failure to comply with Society policies, the requirements of the By-Laws, the provisions of the Articles of Incorporation or applicable law. In the event any Director, Member or the Executive Committee believes a Chapter should be removed it shall notify the Board of Directors in writing of the claim for removal and provide supporting evidence substantiating such claim. The Board shall submit the claim and supporting evidence to the Executive Committee for preliminary review. If, after such review, the Executive Committee finds the claim to be capable of proof, it shall give notice of such to the Chapter and require the Chapter to show cause to rebut the claim at the next meeting of the Executive Committee. If the Chapter fails to respond to such notice, it shall be summarily removed from the Society. If the Chapter responds by submitting evidence or argument why it should not be removed, the Executive Committee by majority vote may dismiss the matter or refer the claim to the Board for hearing. If the matter is referred to the Board, it will notify the claimant and Chapter of the time, date, and place of hearing and allow both claimant and Chapter to present evidence at such hearing. A Chapter may be removed only by a two-thirds (2/3) majority vote of the Board at the hearing.

Section 5 Suspension

A Chapter may be suspended or placed on probation for cause in accord with procedures adopted from time to time by the Board of Directors.

Section 6 Chapter Relationship with Society

Chapters are associations or organizations that are separate and apart from the Society, though they are affiliated with the Society with some common members and common general objectives. Chapters are permitted to use the name of the Society in connection with the Chapter's name, to acknowledge affiliation with the Society and to use the logo of the Society in connection with their own name. Chapters are encouraged to formally incorporate, though they are not required to do so. A Chapter may have members that are not members of the Society. Chapters are not included within the tax returns and other related filings the Society is required to make and are responsible for their own tax returns and other related filings. Chapters are prohibited from using the Society's tax identification number in all respects. A Chapter may maintain its own bank account(s) and shall keep its financial affairs separate and apart from those of the Society. Except as provided in these Bylaws, the Society does not control the operations or activities of Chapters. Chapters may set their own dues for their members and may establish and direct their own programs and activities independently of the Society all without approval of the Society. Neither the Society nor a Chapter shall be liable for any act, error, omission, debt or other liability of the other party. Chapters are liable for their own acts and omissions. Neither the Society nor any Chapter shall have the right to bind or obligate the other in any manner. No Chapter shall make or represent that it has the power or authority to make any contract, agreement, representation, or other obligation, express or implied on behalf of the Society. A Chapter and the Society are not agents for the other, the Society is not a partner or joint venture with any Chapter, and at no time shall any Chapter or the Society represent itself to be acting in any of these capacities.

IX. Membership

1. *Society Voting, Holding Office, Service as Director and Committee Chairs*
Only Professional and Professional Life Members in good standing who are current with payment of annual dues shall be entitled to vote at meetings of the Society, to hold Society offices, to serve on the Society's Board of Directors, and to chair any Society standing or special committee. Sustaining members may chair any Society standing or special committee and/or liaison.
2. *Chapter Voting, Holding Office and Committee Chairs*
All members should be members of NCSS.
3. *Student Chapters*
A Student Chapter may be created in the same area as a Local Chapter of NCSS, in accordance with these bylaws. Membership in a Student Chapter shall be limited to those persons holding the classification of Student Member. Each Student Chapter shall have at least one sponsor who must be a Professional Member of the Society.

Admission and Designation to Membership

1. Admission of Professional Members

A person desiring membership as a Professional Member shall complete an application form and send with evidence of a current issued certificate of licensure to the Society's office.

2. Admission of Associate Members

A person desiring membership as an Associate Member shall complete an application form and send to the Society's office.

3. Admission of Sustaining Members

A person desiring membership as a Sustaining Member shall complete an application form and send to the Society's office.

4. Admission to Professional Life Membership

A qualified Professional Member desiring admission as a Professional Life Member shall apply for Professional Life membership in writing to the Executive Director at the Society's office. The written application shall include a statement of the Member's age and consecutive years of membership. Upon verification of the applicant's qualifications by the Executive Director or his/her designee, the Member's status will be changed to Professional Life Membership.

5. Designation as a Fellow

Any Member or Chapter may nominate a candidate for Fellow. Such nomination shall be in writing to the Membership Development Committee. The nomination shall include information describing the services of the nominee, which are believed to justify election as a Fellow. To be considered, such nomination must be received by the Membership Development Committee before September 30th of the then current year. After considering the nomination, and if the Membership Development Committee finds it with merit, the committee shall forward the nomination, together with its recommendation, to the Board of Directors. If the Membership Development Committee finds the nomination to be insufficient, it shall refer the nomination back to the Member or Chapter making the nomination together with information of such insufficiency and the nomination shall be deemed withdrawn. At its fall quarter meeting, the Board shall receive the report of the Membership Development Committee. Upon motion and second, any nominee shall be presented for approval vote as a Fellow. The Board shall vote by written ballot on each such nominee. A two-thirds (2/3) majority of votes cast shall be required for election as a Fellow. Newly elected Fellows shall be formally recognized at the next annual convention of the Society.

6. Designation of Honorary Members

Candidates for Honorary Membership shall be nominated by written petition, signed by at least ten Professional or Professional Life Members and submitted to the Membership Development Committee for review and recommendation. The Membership Development Committee shall report such nomination and its recommendation to the Board of Directors. Upon motion and second, the nominee shall be presented for approval vote as an Honorary Member. The Board shall vote by written ballot on such nominee. A two-thirds (2/3) majority of votes cast shall be required for election to Honorary Membership. Honorary Membership shall not exceed five percent (5%) of the combined membership of all other classes.

Dues and Application fees

1. Annual dues for a calendar year shall be due and payable on July 1st of each year. Dues which are unpaid after August 31st of each year shall be deemed delinquent. Delinquent dues shall result in a nonmember status.
2. Annual dues may be prorated for any Member approved for membership after September 30 of any year as determined by the Board of Directors from time to time. For Members advancing from one membership classification to another, the change in dues will occur at the next annual billing cycle.
3. Application fees for Professional, Sustaining, Associate, and Student and Professional Life membership may be set from time to time by the Board at its spring quarter meeting. There shall not be an application fee for Professional Life, Fellow, or Honorary membership.
4. Annual dues for new licensees shall be waived from the time of notification of licensure until the close of the following billing cycle.

Member Discipline: Removal, Suspension, and Reprimand.

The Executive Committee shall notify the Member and the Complainant in writing of the complaint and the time, date, and place of formal hearing before the Executive Committee. After this formal hearing, the Executive Committee, by a majority vote, may dismiss the complaint or may refer the matter to the Board of Directors for an expulsion hearing. If the Executive Committee refers the matter to the Board, it shall notify the Member in writing at least thirty (30) days in advance of the time, date, and place of hearing before the Board and shall state the basic facts and circumstances of the complaint. Upon hearing before the Board, a two-thirds (2/3) majority of votes cast shall be required for expulsion.

At all hearings, the Member and complainant shall have a right to present evidence and to be heard. After hearing all evidence presented, the Executive Committee, at a formal hearing, and the Board, at an expulsion hearing, may deliberate and vote in Executive Session without the Member and complainant being present. The complaint and evidence in such proceeding shall, to the extent reasonably possible, be unpublished and kept in confidence until such time as the complaint is sustained and the Member is removed or otherwise disciplined by published reprimand or suspension.

Upon hearing, the Board may determine that the acts complained of do not merit removal from membership but are subject to sanction in some lesser form. Therefore, the Board may by majority of votes cast at an expulsion hearing determine a lesser form of discipline than removal from membership. Such lesser discipline shall include private (non-published) reprimand (for a negligent, minor infraction); published reprimand (for a grossly negligent infraction) or suspension of membership for a period of one year (for an intentional infraction).

In all matters of member discipline, the Executive Committee and Board shall act in a manner that is fair and reasonable and carried out in good faith.

Summary, Removal from Membership

If a Member's certificate of licensure as a Professional Land Surveyor or Land Surveyor Intern is revoked or renewal is refused by the North Carolina State Board of Examiners for Engineers and Surveyors, then, upon verification to the Secretary by the North Carolina Board of Examiners for Engineers and Surveyors, such Member shall be summarily removed from membership in which licensure is required in the Society effective upon receipt of written notice from the Society. A summarily removed Member who is later recertified for licensure (or who's temporary suspension from practice is vacated) by the North Carolina Board of Examiners for Engineers and Surveyors and who otherwise qualifies for membership in the Society may reapply to be readmitted to membership.

Certification of Membership

The Society shall provide written certification to each member of his/her membership classification, upon written request.

Membership Meetings

Notice of the Annual and Summer Meeting shall be delivered in person, by facsimile transmission, U.S. mail, electronic mail, express delivery service, or telegram. Notice of the Annual and Summer Meeting mailed to members in the Society's newsletter shall be deemed proper notice of such meetings. Notice of any Special Meeting shall be given only to those Members eligible to vote and may be delivered in person, by facsimile transmission, U.S. mail, electronic mail, express delivery service, or telegram. Notice of all Special Meetings shall state the purpose of the meeting, and that no other business of the Society except such stated purpose shall be conducted at the meeting.

Record Date and Members' List for Voting

The day sixty (60) days before the date of the members' meeting shall be the record date for determining the members entitled to receive notice of any such meeting; the members entitled to vote at such meeting; and the members entitled to any rights in respect to any other lawful action. The members entitled to receive notice, to vote, and to such rights shall be all those voting Members in good standing and current in payment of dues to the Society, identified in the Society's then current records on the record date.

After determining a record date for notice of a meeting, the Secretary or his/her designee shall prepare an alphabetical list of the names of all voting members entitled to attend and to vote at a meeting. Beginning two business days after notice is given of the meeting, the members' list for voting shall be available at the Society's office for inspection by any member for the purpose of communication with other members concerning the meeting. Such members' list shall also be available at the meeting and any member, either personally or by or with his representatives, is entitled to inspect the list at any time during the meeting or any adjournment thereof.

Minutes

The proceedings of each Annual, summer and Special Meeting of Members shall be recorded by the Secretary or acting Secretary in the Permanent Minute Book to be kept for that purpose. A copy of the minutes of each meeting shall be timely furnished by the Secretary to each Member of the Board and to any Member who is entitled to vote and requests such copy.

Following the summer meeting of Members and prior to the fall quarter Board of Directors meeting, the Secretary shall prepare official written ballots with the names of all nominees for election to office and additional spaces for "write-in" candidates for each office. Such ballots shall include a notice of the last date (the "due date") the ballot must be received by the Secretary in order to be counted in the election. The return envelope shall also provide a space to be signed by the voting Member certifying his/her eligibility to vote. Ballots shall be distributed to all Members eligible to vote by postage-paid U.S. mail, addressed to each such Member at the Member's address appearing in the records of the Society, such mail being deposited in an official mailing depository at least thirty (30) days before the "due date." All ballots not timely received by the Secretary as of 11:59 PM of the "due date" and all uncertified ballots or return envelopes (if return envelope is unsigned) shall not be counted in the election.

At or before the fall quarter meeting of the Board, the President shall appoint a Tellers Committee of at least three (3) non-officer Directors. The Secretary shall deliver all timely received ballots to the Tellers Committee who will open the ballots, validate the ballots with a current membership list, count the votes, and report the results of the election to the Board. Candidates for office receiving a plurality of validated votes cast shall be elected to office. Following the report of the Tellers Committee, the Board of Directors shall report election results to the Membership.

X. 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*.

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 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 investment accounts or other investment companies are 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 \$5,000.00. Double signatures will not be required on matters for payments of approved contracted goods or services.
 - B. Copies of invoices with proposed checks to Treasurer for approval prior to payment for accounts over \$3,000.00
 - C. Copy of check journal and also bank statement sent by Society staff directly to Treasurer for review upon request.
 - D. Review of credit card statement and receipts prior to payment and limit credit line to a maximum amount to be approved by the Board of Directors.
 - 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 \$5,000 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 \$10,000.00.
 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 Secretary/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
 - All 501 (c) (3) organizations affiliated with the North Carolina Society of Surveyors

6. All fund raising activities and/or functions to be held at any 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 society that any communications on behalf of the society shall be official, at the direction of the President, Board or Executive Director. No statements shall be made, either verbal or written that conflict with the position or policy of the society. Officers, Directors and staff should understand that by virtue of their position, that any statements may be perceived as official and made on behalf of the society. 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 society stationery. Staff will prepare letters sent on behalf of the society 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 Executive Director within 24 hours of dissemination, for permanent file retention.

POLICY ON RECORD RETENTION

It shall be the policy of the society 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 society 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.

POLICY ON RELEASE OF 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 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.

1. 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.

2. 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. NSPS 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.

3. 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.

4. 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.

5. PER DIEM

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.

6. 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, personal 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.