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1. POLICY ON AFFILIATION WITH PROFESSIONAL SURVEYORS CANADA (PSC)

Introduction
The following introduction is the text of the formal memorandum of agreement between the Professional Surveyors Canada (PSC) and the National Society of Professional Surveyors, Inc. (NSPS). This agreement was adopted by NSPS on October 24, 2014 and by PSC on September 13, 2014.

Resolution of Affiliation
Whereas, the National Society of Professional Surveyors, Inc., and the Professional Surveyors Canada have requested that an observer be sent to each other’s biannual meeting, and

Whereas, discussions at these meetings have revealed a mutual desire to create a formal affiliation, a bond of fellowship, and professional exchange between both organizations, therefore it is hereby

Resolved, that NSPS, Inc. and PSC pledge their mutual cooperation to implement the intent of this resolution through future joint meetings, and the exchange of professional ideas through newsletters, periodicals, professional papers, books, visual aids, and speakers when appropriate; and it shall be further

Resolved, that both organizations shall exchange constitutions, bylaws, membership rosters, and other pertinent organization publications such as public relations brochures and standards of practice manuals, when available or revised; and being further

Resolved, that this affiliation exist in perpetuity and that direct communications shall be through the Executive Director, Executive Secretary, or other comparable head of either organization.

Guidelines
In the interest of outlining the duties of the NSPS representative to PSC the following profile is offered for consideration by the NSPS Board of Directors.

Responsibilities of the NSPS Representative
The Representative shall:

Provide detailed written and verbal reports of meetings attended as well as specific items of concern from PSC to NSPS Board of Directors meetings;

Provide detailed written and verbal reports of NSPS activities/concerns to PSC boards;

Collect, monitor and screen information disseminated by both organizations for distribution to the sister organization;
Receive queries from PSC, Provincial associations and individuals and reply to, or refer queries to appropriate NSPS boards or committees;
Attend the PSC business meeting; duties there include conveying greetings from NSPS, serving on PSC boards or joint committees as requested, and
Maintain records and documents, forward appropriate copies to NSPS headquarters, and pass significant records to his/her successor.

**Qualifications of the NSPS Representative**

The representative shall:

Have served as an officer or director of NSPS, Inc.
Be free to travel and attend board meetings and annual general meetings held by the sister organization;
Be informed of current, historic and projected issues related to NSPS and be dedicated to the development of NSPS as a strong national surveying organization deserving the respect of PSC;
Be informed and dedicated to international cooperative educational and technological ventures and international agreements;
Be informed of the basic structure of PSC and their Provincial organizations; and
Be acceptable as an observer to PSC.

1. **Tenure of the NSPS Representative**

The Representative shall:

Serve for a three-year period and the term may be renewed at the discretion of the NSPS Board of Directors.

**Remuneration of the NSPS Representative**

The Representative shall:

Be reimbursed up to the allotment approved in the yearly NSPS budget or such other amount approved by the NSPS Board of Directors.

Date Approved by PSC: September 13, 2014
Affirmed by NSPS: October 24, 2014
Approved: March 16, 2016
2. POLICY ON APPOINTMENTS

The State of Maryland (NSPS) non-profit corporation laws are consistent with NSPS bylaws that require that no committee action shall be construed as representing NSPS opinion or policy until approval of same has been given by the NSPS Board of Directors.

1. PROCEDURE FOR DESIGNATING NSPS REPRESENTATIVES

All members of the NSPS Board of Directors shall be given serious consideration before other candidates are considered. Nothing, however, should preclude the appointment of an individual who has special knowledge of abilities and interest, which will benefit NSPS.

Candidates should have demonstrated prior leadership ability, knowledge and experience in the subject matter or activity.

Candidates should be fully knowledgeable concerning NSPS policy, and have the ability to effectively present NSPS policy.

The written charge to a NSPS representative shall include applicable NSPS policy and a statement concerning the individual or collective authority.

The charge shall identify the frequency of written progress reports to the NSPS Board of Directors and shall provide direction on making recommendations to the NSPS Board of Directors for change or modification of NSPS policy.

When more than one NSPS representative will be appointed to a particular activity the NSPS Team Leader will be designated in the written charge.

The staff shall provide necessary support and assistance to a NSPS representative. The appointment of a NSPS representative shall be effective upon an affirmative majority vote of the NSPS Board of Directors after the charge has been released. When the Board is not in session, approval may be by the NSPS EXCOM.

The NSPS Board of Directors retains the right to modify the charge or cancel the authority of a NSPS representative.

The NSPS President shall inform interested individuals or groups when a NSPS representative has been appointed.
In conformance with non-profit corporation law, the NSPS bylaws and this policy, interested individuals or groups should not recognize a representative of NSPS until this designation procedure is complete.

The representative or Head of Delegation shall file a written report of his/her meetings and activities within twenty days of returning from the meeting. The purpose of this report will be to insure that the leadership of NSPS is aware of what happened and also to provide background for other representatives at future meetings.

Date Approved: June 10, 1984
Revised: April 24, 2006
Revised: March 16, 2016
3. POLICY ON CASH RESERVE SPENDING

The NSPS, Inc. policy directs that NSPS will not adopt deficit budgets. In the event that the Reserve Fund exceeds 50% of the proposed budget, the excess above 50% may be available to be utilized to fund special projects not a part of the regular budget, or to supplement extreme financial shortfalls resulting from extraordinary circumstances.

Date Approved: February 16, 1993
Revised: April 24, 2006
4. POLICY ON NOMINATIONS/ELECTIONS

SECTION I. Nominations Committee Formation
The committee chair (Immediate Past-President) will solicit Directors to serve as members at the Board of Directors spring meeting. Per Article VI, Section 4 the chair will select a minimum of 4 directors to serve on the committee. If necessary, the President may appoint directors to meet the requirements of the committee. Whether through solicitation or appointment, every effort shall be made to make the committee members as geographically diverse as possible. The Board of Directors shall then approve the formation of said committee.

SECTION II. Notice of Nominations/Elections
The committee chair or NSPS staff shall prepare for publication a “Notice of Nominations” which shall be distributed no later than May 15 or immediately following the conclusion of the spring meeting, whichever occurs later, and it shall be published in the first appropriate NSPS publication distributed to all NSPS members.

SECTION III. Nominations
The Nominations Committee will accept nominations from affiliates and voting members in good standing up until the fall business meeting. Said nominees will be vetted and approved by said committee before a final slate of officers shall be presented to the Board of Directors at said fall meeting. The Board of Directors shall then approve said slate of officers. Said slate of officers are still subject to nomination by petition as stated in the NSPS bylaws. Said petition shall be received at the NSPS office by November 1st to be included in the annual elections.

SECTION IV. Elections
Each nominee will provide a digital photograph of sufficient resolution suitable for publishing and a brief biographical profile of the nominee in accordance with the established format to NSPS staff.

The source of nomination, whether by the Nomination Committee or by petition, shall not be differentiated on the ballot.

Ballots will be sent out by December 1 and the election concluded by the end of December. The Tellers Committee will report the results no later than January 15th.

Those elected will be sworn into office at the general membership meeting, typically held on the morning of the spring business meeting.

Approved: September 30, 2016
5. POLICY ON APPROVAL OF EXECUTIVE COMMITTEE MINUTES, ACTIONS AND AUTHORITY

The Executive Committee shall be as provided for in Article VI Committees, Section 2 Executive Committee, which states:

There shall be an Executive Committee for the Board consisting of the President, President-Elect, Vice President, Secretary, Treasurer, Immediate Past President, and four Affiliate Directors selected in the manner provided in Section 4 of Article IV of these Bylaws. The President shall be the Chair of the Executive Committee. The Executive Committee, to the extent permitted by law, shall have responsibility for the operation and activities of NSPS between meetings of the Board of Directors within the limits of basic policy established by the full Board, shall make recommendations to the full Board, and shall have such other powers and duties as may be determined from time to time by the Board of Directors. A majority of the members of the Executive Committee, at least one of whom shall be the President or President-Elect, shall constitute a quorum of the committee.

The Committee powers shall be limited to administrative functions. However, the Board of Directors shall from time to time delegate to the Committee other such duties as deemed necessary and in the best interest of the Society. The motion for continuing authority of the Executive Committee by the Board of Directors shall be stated in the following motion:

"The Executive Committee is hereby delegated the authority by the Board of Directors to act on its behalf in all specific matters delegated to it and routine administrative matters relative to the continuity of NSPS activities and objectives, within the provisions of the bylaws of NSPS, until the next meeting of the Board of Directors, provided that all acts of the Executive Committee shall be subject to approval by the Board."

Background:

There has been some confusion concerning the activities and authority of the EXCOM. This motion was submitted in order to consolidate the various aspects of the EXCOM's responsibilities to the NSPS Board of Directors.

Date Approved: April 23, 1996
Revised: March 16, 2016
6. POLICY ON FIG

NSPS, adopts the policy of encouraging its members to take an active role in FIG Commission activities, including acting as Commission Delegates, and as the occasion arises, Commission Chairs.

Funding of Delegates

For those NSPS members appointed as Commission Delegates for whom funding is not available through other sources, NSPS, within budgetary constraints may provide financial assistance in order that those Delegates can attend, as necessary, FIG Meetings, Working Weeks and Congresses.

All NSPS, Inc. member Commission Delegates shall report directly to the NSPS Board.

Background:

The National Society of Professional Surveyors (NSPS) recognizes that the International Federation of Surveyors (FIG) is the international organization representing the total surveying profession. NSPS recognizes that world-wide the surveying profession encompasses a much broader range of activities than is usually recognized in the United States of America. These activities include land management, valuation and planning, etc., as well as more traditional USA recognized surveying activities such as: cadastral, hydrographic, engineering and geodetic surveying. FIG also addresses the concerns of professionalism, education and research. NSPS supports the concept of the need for an international voice of the surveying profession. Therefore, NSPS supports FIG.

FIG is an organization of national surveying associations. The National Society of Professional Surveyors is the USA member organization of FIG.

The technical work of FIG is done by ten commissions. The ten commissions are as follows:

Commission 1: Professional Standards and Practice

Commission 2: Professional Education

Commission 3: Spatial Information Management

Commission 4: Hydrography

Commission 5: Positioning and Measurement

Commission 6: Engineering Surveys

Commission 7: Cadastre and Land Management

Commission 8: Spatial Planning and Development
Commission 9: Valuation and Management of Real Estate

Commission 10: Construction Economics and Management

Although NSPS is interested in all commissions or areas of activity of FIG, NSPS is particularly concerned with those commissions that affect the practice of the licensed surveyor. In order to impact FIG activities, it is imperative that NSPS maintain an active role in all FIG Commissions and a leadership role in several Commissions. This can only be accomplished by participating in FIG activities.

Cost:

Nothing in this policy shall obligate NSPS to provide financial assistance other than as directed by the NSPS Board of Directors.

Date Approved: February 28, 1995
Revised: April 24, 2006
Revised: March 16, 2016
7. POLICY ON FINAL POINT MARKERS FOR PAST NSPS OFFICERS AND DIRECTORS

NSPS will provide a Final Point Marker as described in the Bernsten International/NSPS Foundation Final Point Project upon the death of a current or former NSPS officer or director.

Approved October 24, 2005
Revised: March 16, 2016
8. **POLICY ON INVESTMENTS**

**Purpose:**

To establish a policy and procedure which provides guidelines and parameters within which the Society may invest its funds.

**Policy:**

It is the policy of the Society only to invest in prudent investments in order to protect and preserve the limited financial resources of the Society.

**Parameters:**

Cash funds and items A through H inclusive listed below, of the Society, may be invested in the following, to the extent permitted by law:

A. Any bonds or direct obligation of, or obligations the principle and interest on which are guaranteed by, the United States Government:

B. Any bonds or other obligations of any agency or instrumentality of the United States Government backed by the full faith and credit of the United States:

C. Any bonds, debentures, or other evidence of indebtedness issued or guaranteed by any agency or corporation which has been created by an act of Congress in which obligations are rated in the top two (2) rating categories of Moody's Investors Service, Inc. and Standard and Poors Corporation:

D. Direct and general obligations of any state of the United States, the payment of the principle of and interest on which is pledged by the full faith and credit of the State, in which obligations are rated in either of the two highest categories by Moody's Investors Service, Inc. and Standard and Poors Corporation:

E. Any State in the United States of America or any political subdivision or any agency or instrumentality of any state or political subdivision which are rated in the highest rating category by Moody's Investors Service, Inc. and Standard and Poors Corporation:

F. Any savings account, money market account, repurchased agreement, investment agreement or similar banking arrangement in any bank or national brokerage house.

   1. Whose long term unsecured debt is rated in the top two rated categories by Standards and Poors Corporation and Moody's Investors Services, Inc.,

   2. Which has fully collateralized such funds by investments described in F. 3. and A-B above,
3. Which is insured by the federal deposit insurance corporation or the federal savings and loan insurance corporation:

G. Certificates of deposit whether negotiable or nonnegotiable, and bankers acceptances of any of the fifty (50) largest banks in the United States or the five (5) largest banks in the Bethesda, Maryland area which is rated in the top two rating categories by Standard and Poors Corporation and Moody's Investors Service, Inc.

H. Investments placed with investment firms and/or bank holding companies must be reviewed for risk factors, with prospectus or other relevant rating information obtained. All information regarding investment gain and risk potential are to be submitted to the Treasurer and Executive Director for review.

Any of the above listed investments shall only be made with excess funds. Excess funds are defined as funds in excess of current monthly cash flow requirements (currently six (6) months).

The term of investment vehicles listed above shall be one year or less except for the longer term investment vehicles that can be readily traded or liquidated in the market.

The earnings on all invested funds shall be considered temporary and available for use in current operations (other than restricted funds).

**Commitment Authorizations**

In the management of the Society's short term investments (defined as investment terms of one year of less) personnel having authority to commit the association funds are: the Treasurer and/or the Executive Director. These individuals are empowered to purchase or sell assets due within one year.

All purchases in excess of $50,000 or one year maturity will require prior approval of the EXCOM.

Individual investments must be kept to two hundred fifty thousand ($250,000) or less at each institution except for investment involved with U.S. Government Securities listed in parameter F(2) above.

**Reporting Transactions**

All investments will be reported to the Board of Directors by the Treasurer on a monthly basis.
Investment Files

The NSPS Accounting Manager will maintain files containing current information on each investment vehicle at headquarters.

Safe Keeping of Documents

Certificates of deposit and other signed investment agreements are to be kept in the Society's office, in a secured file, maintained by the Accounting Manager.

(This is a Board policy that guides NSPS, Inc. investments. In the event that a policy conflicts with the NSPS, Inc. Board action, Board action will rule but will require a separate Resolution stating that the action is outside of the adopted investment policies of the Society.)

Date Approved: March 3, 1992
Affirmed: April 24, 2006
Revised: March 16, 2016
9. POLICY ON THE USE OF NSPS (ACRONYM) AND NSPS LOGO (EMBLEM)

This policy supersedes all previous policies regarding the use of the use of the NSPS title, acronym or logo (all herein after referred to as emblem); whether written of implied by past actions of the Board of Directors. Any previously approved contractual agreements shall continue under existing terms until such time as modified or terminated.

The emblem is trademarked protected and as such is restricted for use by NSPS on their official letterhead, publications, banner, promotional materials and other products. Use by others on promotional items such as T-shirts, mugs, pennants, vests and other like items is prohibited except as hereinafter provided.

NSPS Affiliates may use the official emblem provided it is used with the following wording: “Affiliate of the National Society of Professional Surveyors.” Such Affiliate uses are limited to society stationary and society promotional literature such as announcements and programs of workshops, symposia, and other such meetings which NSPS sponsors, co-sponsors, or is considered a “cooperative organization.”

The NSPS emblem may not be reproduced or displayed on private stationary or used for private purposes. However, individual members of NSPS in good standing are authorized to state “Member of the National Society of Professional Surveyors” or “Member NSPS” on individual calling cards and personal letterheads. Individual members may also wear official membership lapel pins and display the official membership certificate.

Any other use of the official emblem of NSPS shall be considered by the Board of Directors, except in those instances where final review or purchasing authority has been delegated to the Executive Committee. Upon Board approval, such as shall be subject of a licensing contract and NSPS shall be paid royalty on use of its emblem on individual basis. The licensing contract shall include Board approval of the following items:

- Prototype of each product
- Marketing plans
- Advertising copy
- Royalty fee
- Term of agreement
Advertising will appear only in publications which have written NSPS Board approval. Distribution of products bearing the emblem will be controlled by NSPS or its authorized agent. All licensing contracts will be for a fixed term, subject to renewal.

Items using the title, acronym or emblem prepared solely for PAC, Scholarships and other NSPS fund soliciting functions, as well as items prepared for presentations to individuals for service to NSPS are exempt from this policy.

Date Approved: March 19, 1993
Date Revised: April 26, 1994
Affirmed: April 24, 2006
10. POLICY ON OVERPAYMENT

The NSPS Treasurer is authorized to make overpayment of up to 50% of budget items or $1,000 – whichever is less.

Date Approved:
Affirmed April 24, 2006
Revised: March 16, 2016
11. POLICY ON NSPS, INC. (NSPS) AUTHORIZED TRAVEL

It is the policy of NSPS to reimburse its Officers or other approved individuals (such as Directors or Staff) as representatives of NSPS at meetings or on official business on behalf of NSPS. As authorized by the NSPS President or Treasurer, reasonable travel expenses will be reimbursed. This policy provides a basis for the types and levels of expense that NSPS expects its travelers to incur while traveling on NSPS business.

Although travelers should enjoy adequate comfort and convenience while traveling, travelers are expected to exercise the same care and judgment in incurring expenses as they would if traveling for personal reasons. NSPS will require explanations for any unusual travel expenses.

Wherever costs can be shared with the host, affiliate, or other societies, this must be done.

AUTHORIZATION

In order to be reimbursed for travel as an Official representing NSPS, other than for regularly scheduled-EXCOM meetings, a traveler must notify the Treasurer of NSPS in advance of making any arrangements. Authorization for travel shall be provided by either the Treasurer or the NSPS President.

Travel expenses not pre-approved in writing by the Treasurer or NSPS President will be reimbursed only by majority vote of the EXCOM.

TRANSPORTATION

Air Travel:
NSPS will pay the equivalent of the lowest logical airfare that is available on the day of purchase. NSPS reserves the right to compare said fare to the lowest fare that was available 14 days or greater in advance of the purchase date, and to reimburse the traveler accordingly.

Travelers may choose to fly to another destination while traveling on NSPS authorized travel. Should a traveler make such a choice, the traveler shall request reimbursement in the amount equal to the airfare to and from the authorized meeting site, and provide to NSPS documentation of the difference in the two airfares. Travelers who choose to upgrade from the lowest logical airfare may do so at their own expense.
Frequent flyer points are the property of the traveler. However, travel via a specific airline, route, or class of service that increases travel costs in order for the traveler to acquire frequent traveler points is not permitted. Frequent flyer points are not reimbursed when used for NSPS authorized travel.

**Automobile Travel**
Travelers who live within a 250-mile radius of the NSPS meeting location may drive to the meeting without receiving prior approval, and will be reimbursed for mileage up to 500 miles at a rate determined by the Treasurer, and approved by the EXCOM. Travelers who wish to drive more than 500 miles roundtrip to an NSPS meeting site shall determine the lowest logical airfare for such trip and compare that cost to the mileage reimbursement as stated on the official NSPS travel form. The traveler will discuss this option with the NSPS President prior to travel.

**Car Rentals**
Reimbursement will not be made for rental vehicles when there is available shuttle service between the airport and meeting location. Reimbursement will be allowed when rental vehicle is used by multiple attendees requiring transportation between the lodging facility and meeting location.

Unless unusual circumstances dictate otherwise, car rentals should be limited to midsize or smaller vehicles. Full-size cars may be used if multiple travelers car-pool in the rental vehicle. A rental car must be returned with a full tank of gas.

**Tolls and Parking**
Reasonable expenses incurred for tolls and parking fees for authorized travel will be reimbursed. Receipts, where available, should be obtained and attached.

**Taxi Cabs/Shuttle Service**
Travelers are strongly encouraged to use available airport bus or shuttle service wherever available to reduce expenses. Receipts must be obtained and submitted for all fares paid.

Taxi use should generally be limited to short trips when other less expensive transportation is not available.

**LODGING**

Lodging at Conventions: Prior to each convention, the NSPS President and Treasurer will confer and set a lodging reimbursement rate based on the available “single” rate at the convention hotel. Room blocks are provided at each convention hotel. Travelers should make their own
reservations directly with the hotel. Reservations must be made prior to the cut-off date. Reimbursement will not be allowed for additional days outside the actual meeting schedule unless approved by the NSPS President or Treasurer.

**Lodging at Affiliate Meetings:** NSPS may pay lodging for EXCOM members (and other approved travelers) to attend annual affiliate meetings at the prior directive of the NSPS President.

**Lodging at Other Meetings:** Expenses for a single room will be reimbursed at cost with prior approval from the NSPS President.

**PER DIEM**

Meals: A meal allowance of up to a total of $50 per day will be provided for each day of meetings with travel dates reimbursed at $25 each. Travelers claiming per diem are precluded from claiming actual meal expenses on the same trip / expense report.

**REIMBURSEMENT**

Travelers must report all reimbursable travel expenses on a NSPS Travel Authorization Form. Forms must be completed and returned to NSPS headquarters within 30 days after the traveler returns from the trip. Any form received after 60 days from the return of the trip must be approved by the Treasurer prior to reimbursement. Any form received after 6 months must be accompanied by a letter explaining the delay and MAY not be accepted for reimbursement.

Requests for reimbursement for travel other than for NSPS board meetings or EXCOM meetings must be accompanied by a Report about the event. Whenever possible, such travel should be pre-approved by the NSPS President. Unless otherwise stated herein expenses shall not be paid until the report has been submitted.

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. Either original receipts or legible photocopies of receipts may be submitted.

Mileage submitted for reimbursement must be supported by a report obtained from Mapquest or similar service, and is subject to the terms in the Automobile Travel section.

The NSPS Treasurer may take into consideration extenuating circumstances in regards to submitted travel expenses that are inconsistent with this NSPS travel policy. Consideration will
be given on a case-by-case basis, with final determination on whether a specific travel expense will be reimbursed being communicated directly by the Treasurer to the traveler.

INTERNATIONAL TRAVEL

NSPS sponsors travel for its delegates to the annual FIG Conference and allots a specific amount for reimbursement. The same basic policy applies to the FIG Delegates as to others traveling for NSPS. Other international travel by NSPS officers is subject to approval by the EXCOM since expenses incurred in foreign countries are often paid/ incurred in the hosting country's currency, the traveler is required by provide appropriate documentation regarding the currency exchange rate specific to the date(s) of the expense(s) paid /incurred. Should the traveler fail to provide this documentation regarding the appropriate exchange rate, the Treasurer shall instruct the Accounting Manager to obtain exchange rate information relevant to the date(s) of the expense(s), which will be used in the calculation of the reimbursement of expense(s).

Date Approved: October 2, 2006
Revised: March 16, 2016
12. POLICY ON DISTRIBUTION OF TREASURER’S REPORT AND FINANCIALS

Semi Annual Reports:
The NSPS Treasurer shall prepare and distribute a Treasurer’s Report at least two weeks before the date of the spring and fall NSPS meeting. The NSPS Treasurer shall also prepare and distribute the proposed budget for the following fiscal year at least two weeks prior to the meeting date of the NSPS fall meeting.

The treasurer’s report for the spring and fall meeting and the proposed budget distributed in the fall shall be sent to:

* All members of the NSPS Executive Committee
* All members of the NSPS Board of Directors

Monthly Treasurer’s Reports:
The NSPS Treasurer shall prepare and distribute monthly financial reports to the NSPS Excom. The monthly financial reports shall include a detailed accounting of funds collected and distributed with a comparison to the adopted budget. It shall also include a listing of checks paid for the month.

Date of Original Approved: October 2, 2006
Revision Approval Date: March 12, 2007
Revised: March 16, 2016
13. POLICY ON CELL PHONE USE DURING NSPS BOARD AND EXCOM MEETINGS

Cell phones shall be turned off set to silent or vibrate mode during NSPS Board and or EXCOM meetings. Individuals who violate this policy a $100.00 donation must be made to the NSPS Scholarship Fund.

Special circumstances may be accommodated by providing notice prior to the start of the meeting by providing notice to the President that an emergency call may occur during the meeting, and an individual will be excused from the meeting.

Approved: March 16, 2016
14. POLICY ON ADA ACCOMMODATIONS

National Society of Professional Surveyors provides reasonable accommodations for individuals who have one or more documented disabilities within the meaning of the Americans with Disabilities Act of 1990 (ADA), as amended. If you have a documented disability covered under the ADA and require test accommodations, you must notify NSPS in writing each time you apply to take a NSPS exam. The guidelines in the following sections will help ensure that you complete your request form correctly:

- General Guidelines for Accommodations
- Guidelines for Accommodations Based on Learning Disabilities
- Guidelines for Accommodations Based on Attention-Deficit/Hyperactivity Disorder

A. General Guidelines for Accommodations

NSPS will provide accommodations for candidates who provide appropriate and timely documentation from qualified professionals of their disability and its effect on their ability to take the exam under standard conditions. The following information should help you in completing your request for accommodation:

- Definition of Disability
- Accommodations Available
- Documentation Required

Definition of Disability
The ADA defines disability as a physical or mental impairment that substantially limits one or more major life activities, such as walking, seeing, hearing, or learning. Having a diagnosed impairment does not necessarily mean that an individual is disabled within the meaning of the ADA, and not all disabilities require test accommodations.

Accommodations Available
Under the ADA, entities that administer standardized examinations must offer the examinations in a place and manner that are accessible to persons with disabilities. This may require reasonable modifications to the manner in which the test is administered. Available accommodations include but are not limited to the following:

- Reader
- Scribe
- Extended testing time
- Auxiliary aids and services, such as large-print type
- Extra breaks
The goal of test accommodations is to ensure that the test results of an individual with documented disabilities “accurately reflect the individual’s aptitude or achievement level or whatever other factor the examination purports to measure, rather than reflecting the individual’s impaired sensory, manual or speaking skills (except where those skills are the factors that the test purports to measure).” (ADA Regulations)

The goal of NSPS is to provide all qualified candidates access to the testing program. This includes disabled candidates who demonstrate functional limitations that affect their ability to take the exam.

**Documentation Required**

The purpose of documentation is to demonstrate that the individual is covered under the ADA and has a legitimate need for accommodations. It is important, therefore, that the documentation establish (i) the existence of a physical or mental impairment, (ii) whether your impairment substantially limits one or more major life activities within the meaning of the ADA, and (iii) whether and how your impairment limits your ability to take the test under standard conditions.

You must submit a request form (attached) and other documentation to NSPS in writing each time you apply to take a NSPS exam with accommodations. Be sure to submit the form that applies to your situation; either a first-time request or a subsequent request for accommodations.

If you are requesting accommodations from NSPS for the first time, you must:
- Complete the Application for Candidates Requesting Test Accommodations
- Submit a Certification of Prior Test Accommodations form if appropriate
- Submit documentation from qualified professionals to support your need for accommodation

You must submit documentation from a qualified professional who is licensed or otherwise properly credentialed and possesses expertise in the disability for which modifications or accommodations are being sought. Types of professionals who might possess the appropriate credentials and expertise are doctors (including psychiatrists), psychologists, nurses, physical therapists, vocational rehabilitation specialists, school counselors, and licensed mental-health professionals.

Careful consideration will be given to the recommendation of a qualified professional who has personally observed you in a clinical setting and has determined – in their clinical judgment and in accordance with generally accepted diagnostic criteria supported by reasonable documentation –that you are substantially limited in one or more major life activities within the
meaning of the ADA and that you need to request a test accommodation in order to demonstrate your ability and achievement level.

If you are requesting an accommodation for this examination based on accommodations granted in the past in other testing situations, complete the Certification of Prior Test Accommodations. Provide documentation of past modifications, accommodations or auxiliary aids and services received in similar testing situations as well as such modifications, accommodations, or related aids and services provided in response to an Individualized Education Program (IEP) or plan providing services pursuant to Section 504 of Rehabilitation Act of 1973. To prevent delays in processing your application, carefully read the criteria for documentation that is given below.

**Subsequent Accommodation Requests**
If you have received test accommodations for a NSPS exam within the last 3 years and would like to request accommodations again, you must complete the Form for Requesting Subsequent Test Accommodations and supply any necessary documentation to support your request for accommodations. You must submit this form to receive accommodations again, regardless of any previous accommodations you have received from NSPS.

All documents submitted in support of a request for accommodations must meet the following criteria:

- **State a specific diagnosis of the disability.** A professionally recognized diagnosis for the particular category of disability is required, for example, the *Diagnostic and Statistical Manual of Mental Disorders- Fourth Edition* (DSM-IV) diagnostic categories for learning disabilities.

- **Be Current.** Because the provision of reasonable accommodations is based on how the candidate’s disability currently affects the testing activity, it is in the individual’s best interest to provide recent documentation. Since the manifestations of a disability may vary over time and in different settings, in most cases, an evaluation should have been conducted within the past three years. If the request is based on a consistent history of diagnosis of a disability, the qualified professional should provide historical documentation of the disability. Documentation may consist of academic records and other objective evidence relating to specific disability for which an accommodation is being requested.

- **Describe the specific diagnostic criteria and name the diagnostic test used,** including dates of evaluation, specific test results, and an interpretation of the test results. This description should include relevant educational, developmental, and
medical histories. Diagnostic tests used should be appropriate to the disability and current professional practices within the field. Informal or nonstandardized evaluations should be described in enough detail that other professionals can understand their role and significance process.

- **Describe in detail the limitations caused by the diagnosed disability**, particularly the impact on functioning in regard to the exam process, and explain the relationship of diagnostic test results to the identified limitations. The current functional impact on physical, perceptual, and cognitive abilities should be fully described; for example, a candidate with macular degeneration might be described as having reduced central vision, which limits the ability to read in some specified manner.

- **Recommend specific accommodations and/or assistive devices**, including a detailed explanation of why these accommodations or devices are needed and how they will reduce the impact of the identified functional limitation. Include specific accommodations that have been granted in the past and under what conditions. If no prior accommodations have been provided in school, in jobs, or by other testing organizations, the evaluator and/or the individual requesting accommodations should explain why no accommodations were given in the past and why accommodations are needed now.

- **Establish the professional credentials of the evaluator** that qualify him or her to make the particular diagnosis, including information about his or her license or certification and specialization in the area of the diagnosis.

The Application can be found on the NSPS website under About>Leadership Resources

Approved: 2009
Revised: March 16, 2016
15. **POLICY ON CONFLICT OF INTEREST**

This Policy on Conflict of Interest of the National Society of Professional Surveyors (NSPS): (1) defines conflicts of interest; (2) identifies classes of individuals within NSPS covered by this policy; (3) facilitates disclosure of information that may help identify conflicts of interest; and (4) specifies procedures to be followed in managing conflicts of interest.

1. **Definition of conflicts of interest.** A conflict of interest arises when a person in a position of authority over NSPS may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons.

2. **Individuals covered.** Persons covered by this policy are the NSPS officers, directors, chief employed executive, chief employed finance executive, employees or committee chairs or members with authority to make or recommend purchases or contracts.

3. **Facilitation of disclosure.** Persons covered by this policy will annually disclose or update to the Executive Committee on a form provided by NSPS their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members.

4. **Procedures to manage conflicts.** For each interest disclosed to the Executive Committee, the committee will determine whether to: (a) take no action; (b) provide full disclosure to the Board of Directors and other individuals covered by this policy; (c) ask the person to recuse from participation in related discussions or decisions within NSPS and/or its affiliates; or (d) ask the person to resign from his or her position in NSPS or, if the person refuses to resign, become subject to possible removal in accordance with NSPS Constitution and Bylaws. The NSPS chief employed executive, now called the Executive Director and chief employed finance executive (none employed on staff at present time) or NSPS Secretary/Treasurer will monitor proposed or ongoing transactions for conflicts of interest and disclose them to the Executive Committee, to deal with potential or actual conflicts, whether discovered before or after the transaction has occurred.

Approved by Executive Committee: April 7, 2014
Approved by Board of Directors: April 16, 2014
16. POLICY ON JUDGES FOR THE STUDENT SURVEY COMPETITION

No later than October 31st of each year The Education Committee Chair will identify and confirm participation of 5 judges for the next occurring Student Competition. The appointees do not have to come from the board but shall be a NSPS member in good standing.

Approved: April 27, 2010
Revised: October 7, 2017
17. POLICY ON DOCUMENT RETENTION AND PROCEDURES

This policy is established to ensure that the records of the National Society of Professional Surveyors (NSPS) are retained as required by law and/or for a period of time deemed to be sufficient given the content and purpose of the record. "Records" includes all documents relating to NSPS and its business as well as drafts, notes, calendars and personal records NSPS.

Failure to retain records as required by law could subject NSPS to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place NSPS in contempt of court, or seriously disadvantage NSPS in litigation.

Retention time periods are noted below unless needed for a longer period of time due to audit requirements or litigation:

- Institutional and Legal Records: Articles of Incorporation; By-laws; Annual Reports; Minutes of NSPS; Copyright and Trademark Registration; Deeds and Titles – Permanently

- Federal and State Records: Form 990, Form 990T and State returns with attachments; IRS Exemption Application and Determination Letter – Permanently

- Litigation Records - While Active plus 2 years

- Bank Records: Bank Reconciliations and support, bank statements, deposit records, and cancelled checks - 7 years

- Insurance: Property Insurance and Liability Insurance Policies - Life of Policy

- Payroll Records: Individual Employee Files - 7 years; Payroll reports to Federal and State Agencies - 7 years

- Personnel Files: While active plus 7 years

- Investment Records: 7 years

Matonich: These are minimums in order to comply. We hold things longer. This is a recommendation from the auditing firm.

MOTION passed by voice April 27, 2010
18. POLICY ON EDUCATION

The official position of the National Society of Professional Surveyors shall be that a Bachelor's Degree in Surveying, Surveying Engineering, or Surveying Engineering Technology be the minimum educational requirement for licensure as a Land Surveyor in all jurisdictions.

Approved October 24, 2014
19. POLICY ON STATE EXECUTIVES REPRESENTATIVES

The State Executives Forum (SEF) is responsible for providing TWO elected representatives to advisory (non-voting) members on the NSPS Board of Directors (NSPS Bylaws Article VI, Section 2). Members will be elected from state society executive directors as follows:

ONE position elected each year for a two-year term. Representatives elected will begin service at the NSPS Fall Meeting immediately following their election, and serve for a total of 4 meetings (Fall, Spring, Fall, Spring).

Representatives of the SEF are expected to attend the NSPS meetings during their term of office, and are responsible for obtaining a state executive to serve as a proxy if they are unable to attend a meeting during their term.

Approved: March 16, 2016
20. **POLICY FOR BOARD OF DIRECTORS’ MEETING MINUTES**

The NSPS Secretary shall prepare meeting minutes that include the activity and decisions of the NSPS Board of Directors. The Secretary or assigned staff shall, within 30 calendar days after the completion of the annual and semi-annual meetings, submit the completed Directors’ draft meeting minutes to the NSPS Officers and Directors for their review. Officers’ and Directors’ comments and corrections to the meeting minutes shall be returned to the Secretary within 30 calendar days.

The Secretary shall then make appropriate revisions and the final draft meeting minutes shall then be made available to the general membership subject to approval of the Board of Directors at their next scheduled meeting.

**Background:**
There has been some confusion concerning what was discussed and what action was taken at the NSPS Board of Directors Meetings.
Several individuals that receive copies of affiliates’ newsletters have stated that the individuals who wrote the reports of meetings seem to have attended different meetings. By adopting this policy we make sure that correct report has been delivered to all affiliates.

Approved: March 16, 2016
21. POLICIES RESCINDED

Policy on ACSM Delegates

Policy on Executive Committee Meetings

Policy on Mary Feindt Forum for Women in Surveying Scholarship

Policy on Board of Governors' & Board of Directors' Day Reports

Policy on NSPS Mailing List

Policy on Order Form and Agreement for Mailing List

Policy On Board Dinners

Policy on Protocol for a National Officer as a Guest

Policy on Protocol for Guest Invitations

Policy on Standing Invitations