

## Creating a New ASPRS Student Chapter

1. A minimum of five students and the faculty advisor must indicate their intent to participate in a student chapter before a charter can be issued. See ASPRS bylaws criteria below:

### **ARTICLE VI. CHAPTERS**

#### **Section 1. Definition**

*Chapters shall be administrative sub-elements of Regions, established as necessary by Regions to improve Society support to its members and to encourage local participation in Society activities. All Chapter members shall be members in good standing of the Society.*

#### **Section 2. Establishing Chapters**

*Regions shall determine their need for establishment of Chapters and shall operate them in accordance with Region Bylaws after a charter for each Chapter is issued by the Society Board of Directors. At least ten members must indicate their intent to participate in an area chapter, and five Student Members and one Member Faculty Advisor must indicate their intent to participate in a student chapter before a charter can be issued. The Region shall send the Executive Director a copy of the petition signed by the required number of members and a copy of the Chapter Bylaws approved by the Region prior to the charter being issued by the Society Board of Directors.*

2. Complete the Student Petition Form. The form can be obtained at [http://intranet.asprs.org/Student\\_Chapter\\_Petition\\_Form.doc](http://intranet.asprs.org/Student_Chapter_Petition_Form.doc). The petition form should be submitted to the National Director of the Region, along with a copy of the chapter Bylaws. [See the attachment to this document for sample Student Chapter Bylaws.] The National Director of the Region determines whether all pertinent information and signatures are provided, then works with the Region Board to approve the formation of the chapter. Please note - a copy of the chapter bylaws must be sent for review to the Bylaws Committee Chair (currently Larry Handley (handleyl@usgs.gov) - see [https://eserv.asprs.org/eseries/scriptcontent/Custom/committee\\_moreinfo.cfm?COMMITTEE\\_CODE=BYLAWS](https://eserv.asprs.org/eseries/scriptcontent/Custom/committee_moreinfo.cfm?COMMITTEE_CODE=BYLAWS))
3. Once the Region approves the chapter formation, and the chapter bylaws are approved by both the Region Board and the Bylaws Committee Chair, the National Director of the Region must send a copy of the Student Petition Form and Bylaws to Headquarters, to the attention of Sokhan Hing at <mailto:sokhanh@asprs.org> (Voice: 301-493-0290 X104). Names listed on the form will be verified to be sure that all interested individuals are active members of ASPRS,
4. Finally, an approved ASPRS Board motion by the National Director of the Region is required to issue the charter by Headquarters. A charter (a certificate suitable for framing) will be prepared by Headquarters and sent to the National Director of the Region, who will then present it to the chapter at a meeting.

# University of Arkansas Student Chapter of the ASPRS

## *Chapter Bylaws*

### **ARTICLE I. Name and Office**

#### Section 1. Name and Definition

The name of the chapter shall be the University of Arkansas Student Chapter of ASPRS The Imaging & Geospatial Information Society, hereinafter in these Bylaws called the Chapter. The chapter is an administrative sub-unit of the Central Region, hereinafter referred to as the Region, of ASPRS The Imaging & Geospatial Information Society, hereinafter referred to as the Society. All Chapter Bylaws shall be consistent with and not supersede the Central Region Constitution and Bylaws, Adopted in 1991 and amended in 2003; and the Society Bylaws, adopted October 6, 1987, revised May 5, 2006.

#### Section 2. Office Location

The principal office of the Chapter shall be in the city of Fayetteville, Arkansas, on the campus of the University of Arkansas.

### **ARTICLE II. Objectives**

#### Section 1. Objectives of the Chapter

*The objective of the Chapter is to function in support of the Region and Society as outlined in Article II of the Society Bylaws:*

- A. To advance scientific knowledge in the various disciplines of photogrammetry and remote sensing including but not limited to: aerial surveying and mapping, photo interpretation, spatial information management, and the related sciences in furtherance of the public welfare and in the interests of those who practice in the profession and those who use its services and products.*
- B. To encourage public programs relating to photogrammetric and remote sensing endeavors such as mapping, charting, cadastral surveying, and resource and environmental surveys and studies, working with governmental and private organizations in furthering such programs.*
- C. To foster understanding and cooperation and to expedite the exchange of knowledge and ideas among the members of the Society and with those of other national and international organizations with similar or related interests.*
- D. To serve the membership and the public as a central source of information, reference, and consultation on the disciplines represented in the Society.*
- E. To contribute to the education of the general public about the nature of, and benefits to be realized from, the products and services provided by the profession.*
- F. To further the national and international recognition and understanding of the profession and its various disciplines.*
- G. To establish and maintain a code of ethics for the profession.*
- H. To establish and apply standards for competence and performance for the various disciplines represented in the Society as appropriate to the welfare of the general public*

- I. To hold meetings for the exchange of scientific and technical information and for the exhibit of products and services.*
- J. To encourage, publish and distribute books, periodicals, treatises and other scholarly and practical works applicable to the disciplines in the Society.*
- K. To encourage and support education programs essential to the development and maintenance of the profession.*
- L. To recognize and honor the leaders of the profession.*
- M. To do and perform any lawful act and service to further the growth and recognition of the profession.”*

## **ARTICLE III. Membership**

### Section 1. Chapter Members

All members of the Chapter shall be student members of ASPRS, The Imaging & Geospatial Information Society, residing within the Central Region as outlined in Article I of the Region Constitution. Additionally, Chapter members shall be currently enrolled students of the University of Arkansas, Fayetteville. Any member dropped by the Society who is a member of the Chapter is automatically dropped from the Chapter rolls.

### Section 2. Classes of Membership.

Classification of membership shall be consistent with Society Bylaws, Article III.

## **ARTICLE IV. Officers**

### Section 1. Elective Officers

The elected Officers shall be the governing body for the Chapter. The Officers will be responsible for the administrative, financial, technical and social interests of the Chapter. The three elected offices include: President, Vice President and Secretary-Treasurer.

### Section 2. President

The President (or in his/her absence, the Vice President or his/her appointed representative) shall:

- A) have general supervision of the affairs of the Chapter;
- B) preside at the meetings of the Chapter, as well as be ex officio member of all committees and subcommittees thereof (in his/her absence the duties of the office shall devolve upon the Vice President);
- C) appoint a Nominating Committee made up of no less than three, but no more than five willing Chapter members on or before August 15 of each year for the purpose of nominating candidates for elected Offices for the coming election year. At that time, the President will also put forth a call to the entire Chapter membership for potential nominees which may be submitted to the Nominating Committee;
- E) in the anticipation of the extended absence of the Secretary-Treasurer, or in the event of his/her disability or resignation, appoint a member of the Chapter to serve as the Interim Secretary-Treasurer, and to discharge for the remaining term of office the duties of such office;
- F) in the case of disability, long-term absence, or resignation of the Vice President, appoint a member to serve as the Interim Vice President, and to discharge for the remaining term of office the duties of such office.

Section 3. Vice President

- A) have knowledge of all current functions and future plans of the Chapter to enable him/ her to function in place of the President if the situation requires;
- B) be the Chairperson of all standing Committees;
- C) prepare, with the aid of the Secretary-Treasurer, the annual report and present it to the Chapter at the annual meeting.

Section 4. Secretary-Treasurer

- A) record and maintain a file of all proceedings of the Chapter's meetings;
- B) record and maintain custody of all correspondence originating within the Chapter or received from the Secretary-Treasurer of the National Society or other sources and disseminate information to the members when appropriate, directing correspondence within the Chapter, or initiating other action as necessary;
- C) work with and provide information needed by the Vice President in the drafting of the annual report to the Chapter.
- D) be comptroller of the accounts of the Chapter under the supervision of the President.

Section 5. Term of Office

The term of office for all Officers will begin on January 1st and end on December 31<sup>st</sup> of each year..

Section 7. Elections

Elections shall be conducted at the annual Chapter meeting by ballot and shall be tallied by the Nomination Committee before the close of said meeting. Members in good standing who are unable to attend the annual Chapter meeting but still wish to cast a ballot in the election are responsible to arrange advance balloting with the Nominating Committee. The Nominating Committee will put forth an announcement reminding Chapter members to make such arrangements at least two weeks before the annual Chapter meeting. The President, Vice-President, and Secretary-Treasurer shall be elected by a plurality of the Chapter members voting. Voting is restricted to members of the Chapter. All persons nominated for Elected Offices must fulfill requirements of Article III of the Chapter Bylaws regarding Membership.

**ARTICLE V. Faculty Advisors**

Section 1, Faculty Advisors

At least one, but no more than two Faculty Advisors shall be on record for the Chapter at all times. Faculty Advisors shall be Faculty at the University of Arkansas, Fayetteville campus, and in addition, must be members of ASPRS The Imaging & Geospatial Information Society. Should a vacancy arise for any reason, potential Faculty Advisors shall be nominated by members at a regular or annual Chapter meeting by a Chapter member. Upon a majority vote of present members and consent of the nominee, the President shall report the voting results to the Chapter and submit the name of the Advisor-elect to another Faculty Advisor for approval. If no other Faculty Advisor is on record, the name of the Advisor-elect will be submitted to the Regional Governing Board for approval.

The Advisors shall:

- A) advise Chapter Officers regarding Chapter business.
- B) serve as liaison between the Chapter and the Faculty, Departments, and Administrative units of the University of Arkansas, Fayetteville.
- C) serve as liaison between the Chapter and the Governing Bodies of the Region and Society.
- D) provide or arrange arbitration for disputes among members regarding Chapter business.

## **ARTICLE VI. Committees**

### Section 1. Nominating Committee

The Nominating Committee shall be named by the President as previously described. The Nominating Committee shall:

- A. select willing nominees for Officers for the ensuing year and provide a list of candidates for each office to the Chapter members at least two weeks prior to the annual Chapter meeting
- B. be responsible for preparation of ballots;
- C. place a call to the membership at least two weeks prior to annual meeting for advance ballot requests from eligible members and administer such requests prior to the annual meeting.
- D. serve as election tellers to canvass and count the votes and to submit a report of same to the President, who shall then announce the results of the election to the persons elected and to all members.

### Section II. Committee Creation and Dissolution

Any *ad hoc* committee deemed necessary may be created or dissolved upon the request of the Chapter President or Vice-President. At the time of creation or at any subsequent Chapter meeting, *ad hoc* committees can be established as a standing committee within the Chapter upon a majority vote of the attending membership.

## **ARTICLE VII. Finances**

### Section 1. Membership Dues and Fees

Annual dues may be assessed by the Chapter upon a majority vote of members in attendance at a regular or annual meeting. The Secretary-Treasurer will be responsible for the collection and dispersion of Chapter funds. However, individual expenditures of more than \$50 shall meet at least one of the following requirements: 1) previously ratified by majority vote of members attending a Chapter meeting; 2) co-signed by another Officer and reported to the assembled members at the next regularly scheduled Chapter meeting; 3) be previously included in the ratified preliminary budget described in section 2 of Article VI of the Chapter Bylaws. Should the need arise due to the Secretary-Treasurer's absence, the President and Vice-President can issue expenditures, but are subject to the same limitations as the Secretary-Treasurer.

### Section 2. Budget

The fiscal year of the Chapter shall begin the first day of January and end on the thirty-first day of December. A preliminary annual budget for the ensuing fiscal year shall be prepared by the Secretary-Treasurer with assistance from the President and Vice President and will be included in the Vice-President's annual report to the membership at the annual Chapter meeting in September. The preliminary budget may be modified at any time via a majority vote of members in attendance at any regular meeting. The Secretary-Treasurer shall also make available information regarding funds to any requesting member of the Chapter in a timely manner.

## **ARTICLE VIII. Meetings**

### Section 1. Annual Meeting

- A. The annual meeting of the Chapter shall be held annually in the latter half of September. The time, date, and place of the meeting shall be designated by the President at least one month prior to the meeting.
- B. The annual meeting shall be for the election of the Officers and for the transaction of other business.
- C. The terms of all Officers shall begin on the following January first and last for one year.

Section 2. Regular Meeting

A. Monthly meetings will be held from August through May of each Academic year. The time, date and place of the meetings will be designated by the President at least one month in advance.

B. Other meetings for the transaction of business or for any other purpose of the Chapter may be called at such time and place as the President, or in his/her absence or disability, the Vice President, may appoint within the limitations as specified by the Constitution and these Bylaws; provided, that upon request of twenty-five percent of the active members a special meeting may be called by the Secretary-Treasurer; provided further, that notice of not less than seven days, stating the object of the meeting, shall have been sent to each of the members. Not less than three meetings, in addition to the annual meeting, shall be held during each calendar year.

C. Methods of Voting

Three voting methods can be used at the discretion of the President for any issue brought to a vote during a regular or annual meeting; show of hands, ballot, or voice vote. The only exceptions to this rule are for voting related to the selection of Officers or Faculty advisors, which shall be accomplished by paper or electronic ballot only.

Section 3. Attendees

All members of the Society, Region and Chapter are welcome to attend any meeting. In addition non-members are welcome to attend but will not have voting privileges concerning any of the Chapter activities or functions.

## **ARTICLE IX. Amendments**

Section 1. Proposed Amendments.

Proposed amendments to these Bylaws must be made in writing to the Secretary-Treasurer and shall be signed by at least two members of Chapter. Copies of the proposed amendments shall be submitted to the Members of the Board at least 30 days before the meeting at which the amendment will be considered.

Section 2. Adoption of Amendments.

Amendments to these Bylaws shall be adopted by a two-thirds vote of the Chapter members present and voting.

3/16/2007