



## **BYLAWS**

### **Article 1.**

#### **Membership**

101. The Society shall extend professional membership in the Chapter to persons whose academic training and professional experience meet the requirements for Full Member or Associate Member as established in the Bylaws of the Society. Persons qualifying for professional membership in the Society shall not be eligible for other forms of affiliation with the Chapter.

#### *Professional Standing*

102. Full and Associate Members in good professional standing shall uphold the ASLA Code of Professional Ethics and the Constitution and Bylaws of the Society, and shall not be in arrears in dues or other financial obligation to the Society or the Chapter.

#### *Affiliated Membership*

##### *Affiliate Members*

103. The Society shall extend affiliate membership in the Chapter to persons who meet the requirements for Affiliate Member as established in the Bylaws of the Society.

#### *Corporate Members*

104. The Society shall extend corporate affiliate membership in the Chapter to representatives of companies that meet the requirements for Corporate Member as established in the Bylaws of the Society.

### **Article 2. Chapter Sponsorships**

201. The Chapter may extend corporate sponsorship status in the Chapter to businesses or other organizations within its territory that desire an official affiliation with the Chapter. Chapter corporate sponsorships shall be administered by the Chapter and shall have no standing in the Society.

### **Article 3. Admission**

301. Full, Associate, and Affiliate Members shall be admitted to membership in the Society in accordance with procedures established in the Bylaws of the Society.

#### *Effective Date of Membership*

302. The effective date of membership shall be the date on which Full, Associate, and Affiliate Members are admitted to membership in the Society.

#### *Assignment to the Chapter Roster*

303. On the effective date of membership, the Society will assign Full, Associate, and Affiliate Members to the Chapter roster based on primary mailing address or in accordance with individual preference and circumstance.
304. Full, Associate, and Affiliate Members moving from one chapter area to another will be removed from the former chapter roster and added to the new chapter roster by the Society.
305. Full, Associate, and Affiliate members requesting a change in assignment from one chapter to another will be removed from the former chapter roster and added to the new chapter roster by the Society.
306. Full, Associate, and Affiliate Members requesting concurrent assignment to more than one chapter will be added to each chapter roster by the Society.

*Removal from the Chapter Roster*

307. Full, Associate, and Affiliate Members resigning from the Society or terminated for nonpayment of dues will be removed from the Chapter roster by the Society.
308. Full and Associate Members expelled from the Society for failure to uphold the ASLA Code of Professional Ethics and the ASLA Constitution and Bylaws will be removed from the Chapter roster by the Society.

*Fellows*

309. Fellows shall be selected by the Council of Fellows from nominations submitted by Chapter Executive Committees, the Executive Committee of the Society, or the Executive Committee of the Council of Fellows. The Chapter will be notified in the case of nomination of one of its Full Members by the Executive Committee of the Society or the Executive Committee of the Council of Fellows. The Body of fellows within the Chapter shall serve as an advisory and review committee to assist the nominees with their applications. The Executive Committee shall review and approve the list of nominations for application to the Council of Fellows.

~~*Chapter Fellows Nomination Process*~~

- ~~310. Nomination Process~~
- ~~310.1 The call for Fellows Nominations shall coincide with the Chapter Awards Program with the announcement of eligibility sent from the National Headquarters ;~~
- ~~310.2 The nomination forms shall be made available to the chapter membership via an appropriate electronic method. included as part of the awards program submission application;~~
- ~~310.3 The Executive Committee shall meet within 30 days of the closing date for submissions to consider the suggestions received and to prepare a slate of nominees not to exceed five (5) candidates;~~
- ~~310.4 Sponsoring members shall be notified of the Executive Committee's decision within 1 week of the preparation of the slate to enable adequate preparation of the Fellow Nomination Submission.~~

*Chapter Honorary Members*

311. The Chapter may elect Honorary Members from within its territory. Chapter Honorary Members shall be individuals other than landscape architects whose achievements of local or regional significance or influence have performed notable service to the profession of landscape architecture. An affirmative vote of two-thirds (2/3) of the entire voting membership of the Executive Committee shall be required for election. Chapter Honorary Members shall have no standing in the Society.

**Article 4. Privileges**

*Chapter Privileges Society Designations, Seal or Logo*

401. The official designation of the Chapter shall be the Ohio Chapter of the American Society of Landscape Architects. The seal or logo of the Society may be used with the official Chapter designation, or the abbreviated designation, Ohio Chapter, ASLA for business and professional purposes such as chapter stationery, documents, publications, directories, signs, and websites, The Chapter designation, seal, or logo of the Society shall not be used to indicate that a firm, company, or any other group, organization, or institution is a member of or has any standing in the Society.

*Public Statements*

402. The Executive Committee may issue public statements in the name of the Chapter on matters of professional interest or concern. However, such Chapter statements shall not be contrary in any way to the public policies of the Society as established by the Board of Trustees. No public statements shall be issued by the Executive Committee purporting to have the approval of the Society without first obtaining the written consent of the president of the Society, except in the case of a direct quote from an officially adopted and published public policy of the Society.

*Member Privileges Society Designation, Seal, or Logo*

403. Professional membership designations and the seal or logo of the Society may be used by Fellows, Full Members, and Associate Members in accordance with the Bylaws of the Society.
404. Affiliated membership designations may be used by Affiliate Members and Corporate Members in accordance with the Bylaws of the Society.

*Emeritus Status*

405. Full Members with twenty-five (25) or more years of continuous membership, including periods of limited status, from the effective date of membership may apply for emeritus status upon full retirement. Emeritus status shall be effective on receipt of a written supporting statement by the Chapter president and verification of eligibility by the Society. Emeritus members shall be designated Emeritus Fellow or Emeritus Member and shall be exempt from Society and Chapter dues. Exception to the requirements for emeritus status may be granted by the Executive Committee of the Society.

*Limited Status*

406. Full Members with fifteen (15) or more years of continuous membership from the effective date of membership and practicing landscape architecture only part-time, i.e., twenty-five (25) Hours per week or less, due to permanent disability or partial or total retirement may apply for limited status. Limited status shall be effective on receipt of a written supporting statement by the Chapter president and verification of eligibility by the Society. Full Members granted limited status shall pay Society and Chapter dues at one-half (1/2) the Full Member rate.

*Temporary Limited Status*

407. Full and Associate Members pursuing an additional degree as a full-time student in an accredited college or university may apply for temporary limited status by submitting a written request to the Society. Temporary limited status shall be granted for one (1) membership year upon receipt of a written supporting statement by the Chapter president and verification of eligibility by the Society. Full and Associate Members on temporary limited status shall pay Society and Chapter dues at one-half (1/2) the Full or Associate Member rate. Temporary limited status may be renewed annually by the Society on receipt of a timely written request and supporting statement by the Chapter president.

*Waiver of Dues*

408. In cases of hardship, disability, or other special consideration, a waiver of dues for one (1) membership year may be granted by the Society upon receipt of a written request and supporting statement by the Chapter president. Dues waivers may be renewed annually by the Society on timely receipt of a written request and supporting statement by the Chapter president.

**Article 5. Due and Assessments**

501. Chapter annual dues for Full, Associate, and Affiliate Members shall be established by the Executive Committee. Proposals by the Executive Committee to change the amount of dues shall be submitted to the membership for voting in writing for a review and balloting period of not less than sixty (60) days. An affirmative vote by two-thirds (2/3) of the votes cast shall be required for adoption.
502. National and Chapter dues for Full, Associate, and Affiliate Members shall be payable annually on the last day of the month preceding the effective date of membership and shall be remitted to the Society.
503. Chapter dues collected by the Society will be rebate to the Chapter.

*First Year Dues*

504. Payment of Society and Chapter dues for the first year of membership shall accompany all membership applications. Chapter Dues Schedule
505. The Chapter shall notify the Society in writing of any change in Chapter dues levies at least seventy-five (75) days prior to the first day of the fiscal year of the Society.
506. The annual Chapter dues for each Full Member shall be ninety-five (\$95.00) dollars.
507. The annual Chapter dues for each Associate Member shall be ninety-five (\$95.00) dollars.
508. The annual Chapter dues for each Affiliate Member shall be ninety-five (\$95.00) dollars.

*Relocation*

509. Full, Associate, and Affiliate Members moving from one chapter area to another after chapter dues have been paid shall not be required to pay dues in the new chapter for that year. If dues have not been paid to the former chapter, dues shall be paid in the new chapter for that year.

*Reassignment*

510. Full, Associate, and Affiliate Members reassigned from one chapter to another after chapter dues have been paid shall not be required to pay dues in the new chapter for that year. If dues have not been paid to the former chapter, dues shall be paid in the new chapter for that year.

*Concurrent Membership*

511. Full, Associate, and Affiliate Members may hold concurrent membership in more than one chapter provided applicable due to each chapter are paid.

*Delinquency*

512. Full, Associate, and Affiliate Members failing to pay Society and Chapter dues within sixty (60) days of their annual membership renewal date shall be deemed delinquent. The Society shall provide members with written notice of this delinquency and the impending loss of all privileges of membership. If the dues are not paid within a grace period of thirty (30) days, members shall be dropped from the rolls of the Society and the Chapter and lose all privileges of membership.

**Article 6. Sections**

601. The Executive committee of the Society may establish Chapter sections on:

- 601.1 Verification by the Society of a petition signed by two-thirds (2/3) of the Full and Associate Members with primary mailing addresses in a city or other specific area within the territorial limits of the Chapter;
- 601.2 Approval of the petition by the Executive Committee of the Chapter;
- 601.3 Verification by the Society that a combined total of fifteen (15) or more Full and Associate Members are located primarily within the proposed boundary of the section.
- 602. Authority over and administrative responsibility for Chapter sections shall be vested in the Chapter Executive Committee.

*Designation*

- 603. The official designation of a section shall be "... Section of the Ohio Chapter of the American Society of Landscape Architects. The seal or logo of the Society may be used with the official section designation, or the abbreviated designation, " " Section, Ohio Chapter ASLA, for business and professional purposes such as section stationery, documents, publications, directories, sign, and websites. The section designation, seal, or logo of the Society shall not be used to indicate that a firm, company, or any other group, organization, or institution is a member of or has any standing in the Society.
- 603.1 Buckeye Section;
- ~~603.2 Maumee Valley Section;~~
- 603.3 Miami Section;
- 603.4 Western Reserve Section;

*Section Chairs*

- 604. Each section shall have a chair. Section chairs shall be Full or Associate members elected by the Full and Associate members of the section and shall serve as ~~non-~~voting members of the Chapter Executive Committee.

*Elections*

- 605. Section chairs, and such other section officers as deemed necessary and appropriate by the Chapter Executive Committee, shall be elected at a time concurrent with the annual election of the Chapter.

*Meetings*

- 606. Sections shall be responsible for conducting a minimum of 4 meetings per fiscal year unless determined and directed by the Executive Committee.

*Public Statements*

- 607. Sections may issue public statements in the name of the section. However, such section statements shall not be contrary in any way to the public policies of the Society as established by the Board of Trustees. Sections shall not issue public statements purporting to have the approval of the Society or the Chapter without first obtaining the written consent of the president of the society or the president of the Chapter, except in the case of a direct quote from an officially adopted and published public policy of the Society.

*Disbandment*

- 608. Sections may voluntarily disband by an affirmative vote by two-thirds (2/3) of the Full and Associate Members of the section, voting either by ballot returned to the Chapter secretary or at a meeting called for this purpose not less than thirty (30) days after issuance of the ballot.
- 609. Sections may be disbanded by the Executive Committee of the Society in response to a request by the Chapter Executive Committee for violation of the Constitution and Bylaws of the Society or the Chapter, failure to elect a chair in a timely manner, failure to maintain a minimum membership strength as defined in Section 601.3, or for other due cause provided that the section is duly notified of the charges against it and given a fair hearing of the charges and a fair opportunity to respond.

## **Article 7. Student Chapters**

701. Student chapters may be chartered by the Executive Committee of the Society at educational institutions that:
- 701.1 Grant a degree in landscape architecture at the baccalaureate or higher level from a program in landscape architecture that is accredited by an organization recognized by the Society; or
  - 701.2 Grant a degree in landscape architecture at the baccalaureate or higher level from a program in landscape architecture that is recognized by the sponsoring ASLA chapter; or
  - 701.3 Grant a certificate of completion from a program in landscape architecture that is recognized by the sponsoring ASLA chapter and accepted by the state licensing board as satisfying the educational requirements for admission to the state licensing examination.

The Executive Committee of the Chapter shall petition the Society for sponsorship student chapters within its territory. Student chapter charters shall be effective on approval of the Chapter petition by the Executive Committee of the Society.

702. Student chapters shall undertake activities consistent with the purpose of the Society and shall be encouraged to participate in the programs and activities of the Chapter and the Society and to interact with other student chapters.

### *Designation*

703. The official designation of a student chapter shall be "*name of institution*" *Student Chapter of the American Society of Landscape Architects*. The seal or logo of the Society may be used with the official student chapter designation, or the abbreviated designation, "*name of institution*" *Student Chapter, ASLA*, for business and professional purposes such as student chapter stationery, documents publications, directories, signs, and websites. The student chapter designation, seal, or logo of the Society shall not be used to indicate that a firm, company, or any other group, organization, or institution is a member of or has any standing in the Society.

### *Constitution and Bylaws*

704. The constitution and bylaws of student chapters, and any subsequent amendments thereto, shall be subject to approval by the Chapter Executive Committee and its partnering educational institution.

### *Dues*

705. Student chapters may establish annual dues for student chapter members and collect and disburse such funds as are necessary for its operations and accomplishing its purpose.

### *Public Statements*

706. Student chapters may issue public statements in the name of the student chapter. However, such student chapter statements shall not be contrary in any way to the public policies of the Society as established by the Board of Trustees. No student chapter shall issue a public statement purporting to have the approval of the Society or the Chapter without first obtaining the written consent of the president of the Society or the president of the Chapter, except in the case of a direct quote from an officially adopted and published public policy of the Society.

*Chapter Responsibilities*

707. The Executive Committee shall designate liaisons for student chapters. Student chapter liaisons shall be Full or Associate Members of the Society and the Chapter. Student chapter liaisons and student chapter presidents shall act as representatives for student chapters to the sponsoring Chapter, educational institution, and the Society.
708. Student chapter presidents shall be Student Members of the Society and shall serve as ex-officio, nonvoting members of the Executive Committee of the sponsoring Chapter.
709. The Chapter awards program chair or the Chapter president shall coordinate the annual selection of student honor and merit awards with the chairs of accredited or endorsed programs within the Chapter territory. Members of the Chapter shall participate in the selection of the awards recipients. Student honor award winners may submit work for exhibit at the annual meeting of the Society.

*National Student Representative*

710. The student chapter shall elect a national student representative each year to represent the student chapters before the Board of Trustees. National student representatives shall be Student Members of the Society and whose one- (1) – year terms shall begin and end at the conclusion of the midyear meeting of the Board of Trustees.

*Charter Revocation*

711. The Executive Committee of the Society may revoke a student chapter charter on the recommendation of the sponsoring Chapter Executive Committee provided the student chapter is duly notified of the charges against it and given a fair hearing of the charges and a fair opportunity to respond.

**Article 8. Executive Committee and Officers**

801. Administration of the Chapter is vested in the Executive Committee. The Executive Committee shall:
- 801.1 Approve proposed amendments to the Constitution; enact Bylaws and amend existing Bylaws;
  - 801.2 Set the time and place of annual meetings of the Chapter;
  - 801.3 Solicit, prepare, and submit nominations for Fellow as appropriate;
  - 801.4 Elect Chapter Honorary Members;
  - 801.5 Issue public statements in the name of the Chapter;
  - 801.6 Recommend biennial dues, in coordination with a biennial review of the dues structure, for approval by the membership;
  - 801.7 Levy special assessments;

- 801.8 Approve petitions before the Society for establishment of Chapter sections, oversee section operations, and recommend section disbandment;
- 801.9 Petition the Society to charter student chapters, support student chapter activities, and recommend student chapter charter revocation;
- 801.10 Designate and relieve an acting president;
- 801.11 Take action when a Chapter officer fails to act;
- 801.12 Approve the slate for annual and special elections; break ties in annual and special elections;
- 801.13 Fill Executive Committee vacancies occurring during term;
- 801.14 Designate non-voting members of the Executive Committee;
- 801.15 Create and abolish standing committees and other committees;
- 801.16 Provide advice and counsel to the president on committee appointments;
- 801.17 Establish Chapter goals and objectives;
- 801.18 Adopt Chapter programs and budgets;
- 801.19 Administer contracts, authorize expenditures, and serve as custodian of all Chapter property;
- 801.20 Direct staff activities and contract support services;
- 801.21 Prepare Chapter annual reports including year-end financial statements;
- 801.22 Perform such other functions as are customary for the executive committee of a chapter, or as may be assigned or delegated by the Full Members of the Chapter or the Board of Trustees of the Society.

*Failure to Act*

- 802. The Executive Committee may act for an officer of the Chapter, or cause appropriate action to be taken, when the failure of an officer to act results in or may result in an adverse impact on the Chapter.

*Officers and Members*

*Trustee*

- 803. The trustee shall:
  - 803.1 Be informed on Chapter and Society goals and objectives, policies and procedures, programs and services and activities and events;
  - 803.2 Serve as an officer on the Executive Committee of the Chapter and serve as the Chapter representative on the Board of Trustees of the Society;
  - 803.3 Facilitate the conduct of the business of the Society by bringing the Chapter perspective to the Board of Trustees and the national perspective to the Executive Committee and members of the Chapter;



- 803.4 Facilitate the conduct of the business of the Board of Trustees by serving on standing councils or committees, special study groups or task forces or as a representative or delegate of the Society;
- 803.5 Perform such duties as are customary for the office of chapter trustee or as may be assigned or delegated by the Board of Trustees of the Society and the Executive Committee of the Chapter.
804. The trustee shall be a Full Member elected for a term of three (3) years. The trustee shall not serve more than two (2) consecutive terms.

*President*

805. The president shall:

805.1 Set the time, place, and agenda for meetings of the Executive Committee;

805.2 Call special meetings of the Chapter;

805.3 Preside at meetings of the Chapter and the Executive Committee;

805.4 Represent and act for the Chapter as directed by the Executive Committee and consistent with the policies of the Society as established by the Board of Trustees;

805.5 In consultation with the Executive Committee, appoint the chairs and members of standing committees, other committees, and any special study groups or task forces;

805.6 Dismiss appointees for failure to act or other cause, serve as a member of the Chapter Presidents Council;

805.7 Prepare and oversee the management and administration of Chapter programs and budgets as adopted by the Executive Committee;

805.8 Assist President-Elect with the preparation of the following year's budget.

805.81 The budget shall be prepared by the end of the President's term of office and approved during the first meeting of the new fiscal year.

805.9 Ensure that ASLA's minimum service requirements are delivered. The "minimum services" are:

805.91 Sending periodic written communication;

805.92 Conducting elections;

805.93 Incorporating under appropriate state and federal laws and filing appropriate reports;

805.94 Maintaining chapter bylaws in accordance with ASLA laws'

805.95 Publishing annual report;

805.96 Adhering to chapter and national bylaws;

805.97 Maintaining fiscal responsibility to the membership and to national;

805.10 Designate and relieve an acting president;

805.11 Appoint interim trustees when vacancies occur during term;

805.12 Provide supporting statements to the Society for Emeritus Status, Limited Status, Temporary Limited Status, and Waiver of Dues applicants;

805.13 Report on the state of the Chapter, and perform such other duties as are customary for the office of chapter president, or as may be assigned or delegated by the Executive Committee.

806. The president shall be a Full Member elected for a term of ~~one (1) year~~ two (2) years

*Acting President*

807. Should the president through illness, injury, or other cause become temporarily unable to perform the duties of the office of president, the president-elect, a vice president, or the immediate past president shall be designated as acting president. The designation shall be made by the president or by a majority vote of the entire voting membership of the Executive Committee if the president is unable to act. The acting president shall perform the duties of the president until relieved by the president if the designation is made by the president or by the Executive Committee if the designation is made by the Executive Committee.

*President-Elect*

808. The president-elect shall:

808.1 In consultation with the Executive Committee, select for appointment when he or she assumes office as president the chairs and members of standing committees, other committees, and any special study groups or task forces;

808.2 Represent and act for the Chapter as directed by the president and consistent with the policies of the Society as established by the Board of Trustees;

808.3 Serve as acting president when designated by the president or the Executive Committee,

808.4 Prepare, coordinate, and plan the annual meeting;

808.5 Prepare budget for year of term. Preparation to begin following the conclusion of the annual meeting, completed by the end of the fiscal year (9/30) for approval at the first meeting of the fiscal year as their term as President;

808.6 Perform such other duties as are customary for the office of chapter president-elect or as may be assigned or delegated by the president.

809. The president-elect shall be a Full Member elected for a term of ~~one (1) year~~, two (2) years

*Immediate Past President*

810. The immediate past president shall:

810.1 Represent and act for the Chapter as directed by the president and consistent with the policies of the Society as established by the Board of Trustees;

810.2 Serve ex-officio as a member of the Nominating Committee;

810.3 Serve as acting president when designated by the president or the Executive Committee;

- 811.0 The immediate past president shall be a Full Member elected for a term of ~~one (1) year~~, two (2) years

811.1 Perform such other duties as are customary for the office of chapter immediate past president or as may be assigned or delegated by the president.

*Vice Presidents*

812. The vice presidents shall:

812.1 Serve as liaisons for the president to standing committees, other committees, and any special study groups or task forces;

812.2 Monitor the management and administration of Chapter programs and budgets as adopted by the Executive Committee;

812.3 Represent and act for the Chapter as directed by the president and consistent with the policies of the society as established by the Board of Trustees;

812.4 Serve as acting president when designated by the president or the Executive Committee;

812.5 Perform such other duties as are customary for the office of chapter vice president or as may be assigned or delegated by the president.

812.6 Vice President of Business Affairs

812.61 Oversee business operations of the chapter;

812.62 Coordinate fund raising;

812.63 Organize, chair and assist the sponsorship or fund raising committee;

812.64 Oversee the distribution of sponsorships and sponsor activities within the sections;

812.65 Oversee marketing and publicity of the Chapter;

812.66 Perform such other duties as are customary for the office of chapter vice president or as may be assigned or delegated by the president.

812.7 Vice President of Communications

812.71 Coordinate maintenance and periodic updates to the chapter website including but not limited to information on state and section activities, executive committee minutes, awards program information, sponsorship links, and chapter schedules;

812.72 Oversee the design, production, solicitation of content, and distribution of newsletters once per quarter;

812.73 Oversee and assist in the design and publication of the annual awards program literature including but not limited to call for entries, winners booklet, and program;

812.74 Oversee public relations and ensure timely press releases of chapter activities, special events, special awards, etc.;

812.75 Perform such other duties as are customary for the office of chapter vice president or as may be assigned or delegated by the president.

812.8 Vice President of Legislative Affairs

812.81 Serve as an information conduit between the chapter, statehouse, and contracted lobbying group if applicable;

812.82 Reports on statehouse activities of interest to the membership and profession;

812.83 Coordinating the dispersing of information regarding issues arising in statehouse activities effecting the membership;

812.84 Coordinating membership response to statehouse activities effecting the membership;

812.85 Lead fund raising efforts for lobbying;

812.86 Provide a proposed agenda and budget for each year of office;

812.87 Perform such other duties as are customary for the office of chapter vice president or as may be assigned or delegated by the president.

812.9 Vice President of Education and Membership

812.91 Coordinate education programs with the section chairs;

a. Prepare, coordinate, supplement, and maintain a clearinghouse of educational programs;

b. Maintain records of educational events during the year'

c. Maintain a speakers bureau;

812.92 Coordinate and assist in the preparation of educational programming for the Annual Meeting;

812.93 Ensure that all educational programs are certified for continuing educational units prior to presentation, if applicable;

812.94 Plan, coordinate and assist in out reach programs to educational institutions;

812.95 Assist the student liaison(s);

812.96 Maintain a sense of the membership;

a. Keep current with roster;

b. Reasons for membership loss;

c. Recruitment of new members;

d. Expectations of membership;

e. Educational needs of the membership;

812.97 Perform such other duties as are customary for the office of chapter vice president or as may be assigned or delegated by the president.

813. The vice presidents shall be Full Members elected for terms of two (2) years.

*Secretary*

814. The secretary shall:

814.1 Maintain a record of the proceedings of the business meetings of the Chapter and the Executive Committees;

814.2 Prepare and issue notices of the meetings of the Chapter and the Executive Committee;

814.3 Prepare, issue, and receive ballots;

814.4 Administer annual and special elections and notify candidates of election results;

814.5 Serve ex-officio as a member of the Constitution and Bylaws Committee during the every five (5) year review;

814.6 Maintain the Constitution and Bylaws of the chapter; certify documents;

814.7 Perform such other duties as are customary for the office of chapter secretary or as may be assigned or delegated by the president.

815. The secretary shall be a Full or Associate Member elected for a term of two (2) years.

*Treasurer*

816. The treasurer shall:

816.1 Collect all fees, dues, charges, and other funds due the Chapter; be the custodian of all Chapter funds and disburse such funds only as authorized by the Executive committee;

816.2 The Treasurer shall, five (5) days preceding an executive committee meeting or teleconference, submit to all members of the executive committee, a listing of the requests for reimbursement;

816.3 All expenses and bills shall be reviewed by at least the Past President and President of the Executive Committee prior to the issuing of any payment on expenses or reimbursables;

816.4 Following the approval, by the Past President and President of the Executive Committee, of the list of expenses and/or reimbursables, the Treasurer shall write and disseminate payment within five(5) days of the approval;

816.5 Keep the accounts of the Chapter that shall be open at all times to inspection by the Executive Committee;

816.6 Present quarterly reports on the financial condition of the Chapter and year-end financial statements to the Executive Committee;

816.7 Five (5) days prior to the meeting of the executive committee, the Treasurer shall submit, to each member of the committee, a report on the financial standing of the chapter;

816.8 Perform such other duties as are customary for the office of chapter treasurer or as may be assigned or delegated by the president.

817. The treasurer shall be a Full or Associate Member elected for a term of two (2) years.

*Section Chairs*

818. Administration of Chapter sections is vested in the Chapter sections by bringing the section perspective to the Executive Committee and the Chapter perspective to the members of the section; facilitate the conduct of the business of the Executive Committee serving on standing or other committees or special study groups or taskforces; and perform such other duties as are customary for the position of section chair or as may be assigned or delegated by the Executive Committee of the Chapter;

819. Section Chairs shall be non-voting members of the Executive Committee;

820. The section chairs shall be Full or Associate Members elected for terms of one (1) year.

*At-Large Members*

821. The Executive Committee may elect At-Large Members to the Executive Committee. At-Large Members shall include but not be limited to advisors, specialists, facilitators and/or administrators;

822. At-Large Members will serve for one (1) year, renewable on a yearly basis.

*Nonvoting Members of the Executive Committee*

823. Nonvoting members of the Executive Committee shall include student chapter presidents, department or section heads of academic institutions, section chairs, and such other persons as determined necessary and appropriate by the Executive Committee.

***Elections***

*Annual Elections*

824. Chapter annual elections shall be complete and the Society shall be notified of the results at least thirty (30) days prior to the end of the fiscal year of the Chapter;
825. At least one-hundred-and-fifty (150) days prior to the end of the fiscal year of the chapter, the secretary shall issue a call for potential nominees to the Chapter membership. The call for potential nominees shall include a current Executive Committee roster with term inception and expiration dates; the duties of each position for which potential nominees are being sought; and the closing date for submissions;
826. The Nominating Committee shall meet thirty (30) days after the call for potential nominees is issued to consider the suggestions received and to prepare a slate consisting of ~~two (2)~~ nominees for each open position;
827. At least ninety (90) days prior to the end of the fiscal year of the chapter, the completed slate, with acceptance received from each nominee, shall be provided to the president. The president shall present the slate of nominees to the Executive Committee for approval;
828. At least ninety (90) days prior to the end of the fiscal year of the chapter the secretary shall provide election ballots to the Full and Associate Members of the Chapter in good professional standing. Ballots shall contain the names of the nominees and a space for a write-in candidate for each open position; instructions for voting; and the date and time voting will close.
829. The closing date and time for voting shall be no later than thirty (30) days from the date the ballots are provided. Ballots received after the closing date and time for voting shall not be counted. Nominees receiving the highest number of votes for each position shall be elected. If there is a tie in the number of votes cast, the Executive Committee shall elect one of the nominees to the position by a majority vote of the full voting membership of the Executive Committee.
830. During the period of balloting, the secretary shall store the ballots, unopened, in a secure space. As soon as possible, but no less than seven (7) days after the closing date and time for voting, the Secretary ~~Tellers Committee~~ shall count the ballots, verify the election, and forward a confidential, written tabulation of the results over the signature of the committee chair to the president and secretary of the Chapter. The results shall be kept confidential until released by the president for publication by the Chapter. All ballots shall be secured until the secretary is directed by the president in writing to destroy the ballots;
831. Incoming officers and other members of the Executive Committee shall assume office at the onset of the new fiscal year of the Chapter and shall hold office until their successors installed.

*Vacancies and Special Elections*

832. The Society shall be notified when vacancies occur in Chapter offices and when such vacancies are filled.
833. Vacancies occurring during term in the office of Chapter trustee shall be filled in the next Chapter election. In the interim period, the president may appoint a trustee provided the length of that appointment is no more than one year. Vacancies occurring during term in the Executive Committee positions other than that of trustee shall be filled for the balance of the term by a majority vote of the entire voting membership of the Executive Committee.

- 833.1 The Nominating Committee shall prepare a special election slate consisting of two (2) nominees for each vacancy. The completed slate, with acceptance received from each nominee, shall be provided to the president. The president shall present the slate of nominees to the Executive Committee for approval.
- 833.2 The secretary shall provide election ballots to the Full and Associate Members of the chapter in good professional standing. Ballots shall contain the name of the nominees and a space for a write-in candidate for each vacancy; instruction for voting ; and the date and time voting will close.
- 833.3 The closing date and time for voting shall be no later than thirty (30) days from the date the ballots are provided. Ballots received after the closing date and time for voting shall not be counted. Nominees receiving the highest number of votes for each vacancy shall be elected. If there is a tie in the number of votes cast, the Executive Committee shall elect one of the nominees to fill the vacancy by a majority vote of the full voting membership of the Executive Committee.
- 833.4. If vacancies occur after an election, but prior to the assumption of office, the Chapter shall conduct a special election to fill the vacancy.
- 833.5 Officers and other members of the Executive Committee shall assume office on taking the oath of office when filling vacancies and shall hold office until their successors are installed.

## **Article 9. Committees**

### *Terms*

901. Terms of service for the chairs and members of standing committees and other committees created by the Executive Committee shall be a minimum of one (1) year and shall begin and end at the conclusion of the fiscal year of the Chapter unless otherwise dismissed and disbanded by the Executive Committee;
902. Terms of service for the chairs and members of any special study groups or task forces created by the president shall be concurrent with the term of the president making the appointment.

### *Appointments*

903. In consultation with the Executive Committee, the president shall appoint the chairs and members of standing committees, other committees, and any special study groups or task forces
904. In consultation with the Executive Committee, the president-elect or -designate shall select or appointment when he or she assumes office as president the chairs and members of standing committees, other committees, and any special study groups or task forces.
905. The chairs and members of standing committees and other committees may be re-appointed for succeeding terms and shall continue in their duties until replaced by their successors.
906. The chairs and members of special study groups or task forces may be re-appointed by succeeding presidents to complete their charge.
907. Appointees may be dismissed by the president at any time for failure to act or other cause.

*Standing Committees*

*Nominating Committee*

908. There shall be a Nominating Committee composed of three (3) Full or Associate Members of the Chapter, of whom one shall be the immediate past president and another shall be an Associate Member. The Nominating Committee shall prepare a slate of two (2) nominees for each chapter office to be filled by election.

~~*Tellers Committee*~~

- ~~909. There shall be a Tellers Committee composed of three (3) Full or Associate Members of the Chapter, of whom one shall be an Associate Member. The Tellers committee shall count and verify election ballots and other confidential ballots of the professional membership and Executive Committee of the Chapter. Confidential, written tabulations of ballot results shall be forwarded over the signature of the committee chair to the president and secretary of the Chapter.~~

~~*Constitution and Bylaws Committee*~~

- ~~910. There shall be a Constitution and Bylaws Committee composed of three (3) Full or Associate Members of the Chapter, of whom one shall be the secretary. The committee shall prescribe a format for the preparation of sponsored amendments; review proposed amendments for consistency with the Constitution or the Bylaws and assist the sponsor in rectifying any inconsistency; and draft amendments as necessary and appropriate to ensure consistency with the Constitution and Bylaws of the Society.~~

- ~~911. The laws of the state shall prevail when a chapter is incorporated under state law and such legal requirements may be at variance with the Constitution and Bylaws of the Society.~~

~~*Audit Committee*~~

- ~~912. There shall be an Audit Committee composed of three (3) Full or Associate Members of the Chapter, of whom one shall be a Chapter officer other than the treasurer and two shall be Chapter members other than immediate past or current members of the Executive Committee. The Audit Committee shall perform an annual audit of the Chapter accounts as specified in Section 1105 of the Bylaws and report its findings to the Executive Committee within one hundred and twenty (120) days of the close of the fiscal year.~~

~~*Sponsorship Committee*~~

- ~~913. There shall be a Sponsorship Committee composed of 46 Full or Associate members of the Chapter, of whom one shall be the Chapter Vice President of Business Affairs and the four(4) Section Chairs. The balance of the committee members will be two (2) members from each section.~~

- ~~913.1 VP of Business Affairs to oversee committee;~~

- ~~913.2 Section chairs to keep abreast of activities of the Sponsorship Committee and maintain lines of communication with sponsors;~~



913.3 Sponsorship Committee to provide monthly report of activity and progress to the Executive Committee;

**Article 10. Business of the Chapter**

1001. Robert's Rules of Order shall govern the conduct of business at meetings of the Chapter, the Executive Committee, and any sections of the Chapter.
1002. Meetings of the Chapter, the Executive committee, and any sections of the Chapter shall be open to Full, Associate, and Affiliate Members of the Chapter. Members of the Executive Committee may invite guests to attend meetings of the Chapter and the Executive Committee. Section chairs may also invite guests to attend any section meetings.

*Notice of Meetings*

1003. Notice of the annual meeting and other meetings of the Chapter shall be provided to the entire membership at least thirty (30) days in advance of the meeting. The secretary shall issue notices of all meetings of the Chapter and the Chapter Executive Committee.

*Regular Meetings of the Executive Committee*

1004. The Executive Committee shall meet at the time of the annual meeting of the Chapter. Additional meetings of the Executive Committee may be called by the president as frequently as the accumulation of business may demand and at places and times determined by the president.

*Special Meetings of the Executive Committee*

1005. Officers may submit written petitions to the president for special meetings of the Executive Committee. The president shall put such requests to a vote of the Executive Committee. Special meetings shall be held on an affirmative vote by two-thirds (2/3) of the entire voting membership of the Executive Committee.

*Meeting Chair*

1006. The president shall preside at all meetings of the Chapter and the Executive Committee. The president-elect, a vice president, or the immediate past president shall be designated as presiding officer in the absence of the president. The designation shall be made by the president or by a majority of the voting members present if the president is unable to act.

*Proxy*

1007. Members unable to attend a meeting of the Executive Committee shall give written proxy for that meeting to another member of the Executive Committee.

*Quorum*

1008. More than one-half (1/2) of the entire voting membership of the Executive Committee present in person shall constitute a quorum for the transaction of business by the Executive Committee. Proxies shall not be considered in the establishment of a quorum.

*Votes and Ballots*

1009. All motions committing the Chapter to any policy or action shall be put to a vote of the Executive Committee at a duly called meeting, or by ballot, electronic mail, or telephone. Provided a quorum is present, the motion shall be approved by a majority of the votes cast unless otherwise specified in the Constitution or Bylaws of the Chapter.
1010. The closing date and time for votes of the Executive Committee conducted by ballot, electronic mail, or telephone shall be determined by the president unless otherwise specified in the Bylaws. In no case shall the voting period be less than seven (7) days.

1011. Executive Committees votes conducted by ballot, electronic mail, or telephone shall be counted and verified by the secretary, and the results shall be reported and recorded in the minutes of the next regular meeting of the Executive Committee.
1012. Special election and other confidential votes of the Executive Committee conducted by ballot, electronic mail, or telephone shall be counted and verified by the Tellers Committee. Confidential, written tabulations of the results shall be forwarded over the signature of the committee chair to the president and secretary, and reported and recorded in the minutes of the next regular meeting of the Executive Committee.
1013. The Tellers Committee shall count and verify election ballots and other confidential ballots of the professional membership and Executive Committee of the Chapter. Confidential, written tabulations of ballot results shall be forwarded over the signature of the committee chair to the president and secretary of the Chapter.

*Annual Reports*

1014. The Executive Committee shall prepare an annual report for the benefit of the Chapter membership and for the records of the Society that summarizes the events, accomplishments, and challenges of the previous year, and includes a year-end financial statement.

**Article 11. Funds**

1101. The Chapter shall have an operating fund and may establish a reserve fund.

*Operating Fund*

1102. The operating fund shall be used to finance the day-to-day operations of the Chapter as established in the annual operating budget by the Executive Committee.

*Reserve Fund*

1103. The purpose of the reserve fund shall be:

- 1103.1 To sustain operations and member services during a period of economic downturn;
- 1103.2 To manage the cash-flow requirements of proven fee-for-service activities, e.g., the annual meeting;
- 1103.3 To fund capital expenditures beyond anticipated annual capital expenses;
- 1103.4 To meet financial obligations under emergency circumstances, i.e., one-time, episodic, unanticipated situations;
- 1103.5 To fund development of new, or enhancement of existing programs, products, or services.

*Bank Accounts*

1104. Such officers or agents of the Chapter as shall from time to time be designated by the Executive Committee shall have authority to deposit any funds of the Chapter in such banks, brokerage firms, or trust companies as shall from time to time be designated by the Executive Committee and such officers or agents as from time to time shall be authorized by the Executive Committee may withdraw any or all of the funds of the chapter so deposited in any such bank, brokerage firm, or trust company, upon checks, drafts, or other instruments or orders for the payment of money, drawn against the account or in the name or behalf of the Chapter, and made or signed by such officers or agents, and each bank, brokerage firm or trust company with which funds of the Chapter are so deposited is authorized to accept, honor, cash, and pay, without the limit as to amount, all checks, drafts, or other instruments or orders for the payment of money, when drawn, made, or signed by officers or agents so designated by the Executive committee until written notice of the revocation of the authority of such officers or agents by the Executive Committee shall have been received by such bank, brokerage firm, or trust company. There shall from time to time be certified to the banks, brokerage firms, or trust companies in which funds of the Chapter are deposited, the signature of the

officers or agents of the Chapter so authorized to draw against the same. In the event that the Executive Committee shall fail to designate the persons by whom checks, drafts, and other instruments or orders for the payment of money shall be signed, as hereinabove provide, all such checks, drafts, and other instruments or order for the payment of money shall be signed by the treasurer and countersigned by the president of the Chapter.

*Annual Audit*

1105. Immediately after the treasurer presents the year-end financial statements to the Executive Committee, ~~the Audit Committee shall audit the accounts of the Chapter or~~ the executive committee shall arrange for the audit of the accounts of the Chapter by an independent certified public accountant. The ~~Audit Committee~~ independent certified public accountant shall report its findings to the Executive Committee within one-hundred-and twenty (120) days of the close of the fiscal year.

*Reimbursables*

1106. Reimbursement for expenses incurred by members of the Executive Committee shall be on a not to exceed basis. Expenditures over the allotted amount to be reimbursed shall be the responsibility of the Executive Committee Member.

1107. General

- 1107.1 All requests for reimbursement must be sent to the Chapter Treasurer on the appropriate forms within two weeks of the expense;

- 1107.2 Original receipts are required for all expenditures over \$25;

- 1107.3 All ~~non-budgeted~~ expenses over \$250 shall be approved, prior to the expenditure, by the Executive ~~Audit~~ Committee. The ~~Audit~~ Executive Committee shall respond to the request for expenditure within 48 hours of the request;

1107.4 Standard Expenses

- a. Phone/fax
- b. Postage
- c. Copying/Printing
- d. Office supplies, envelopes, stationary;

1107.5 Non-Reimbursable Expenses

- a. Secretarial services;
- b. Mileage;
- c. Time spent attending meetings or other ASLA functions;
- d. Tickets to Political Fundraisers;
- e. Alcoholic beverages;

1108. Reimbursements

- 1108.1 ~~Trustee~~ Officers including Trustee, President and President Elect shall be reimbursed for their normal and customary expenses related to the travel and expenses related to the two business meetings of the National Organization. A budget shall be established each year to project the expenses for the officer's expenses and shall cover expenses not reimbursed by National.

- ~~a. Annual and Mid-year meetings of the Board of Trustees;~~
- ~~b. \$200 Travel Reimbursement from OCASLA, Balance to be paid by ASLA National;~~
- ~~c. Lodging and incidentals paid by ASLA National;~~
- ~~d. No per diem;~~

~~1108.2 President~~

- ~~a. Up to \$850 Chapter Presidents' Council Meeting prior to the Annual Meeting - for year that he/she takes office;~~
- ~~b. \$850 Mid-Year Meeting - Up to for year that he/she takes office (including a \$200 reimbursement from ASLA National for transportation expenses);~~
- ~~c. \$15 Per diem of for meals not provided by ASLA National.~~
- ~~d. Approval for estimated travel expenses over \$250 prior to departure required;~~
- ~~e. National will reimburse for travel expenses over \$200 for the Mid-year meeting only;~~
- ~~f. The Treasurer will be responsible for submitting appropriate forms to ASLA National within two weeks of the meeting conclusion;~~

~~1108.3 President Elect~~

- ~~a. \$850 Chapter Presidents' Council Meeting prior to the Annual Meeting - Up to for year that he/she takes office;~~
- ~~b. \$850 Mid-Year Meeting - Up to for year that he/she takes office (including a \$200 reimbursement from ASLA National for transportation expenses);~~
- ~~c. \$15 Per diem of for meals not provided by ASLA National;~~
- ~~d. Approval for estimated travel expenses over \$250 prior to departure required;~~
- ~~e. National will reimburse for travel expenses over \$200 for the Mid-year meeting only;~~
- ~~f. The Treasurer will be responsible for submitting appropriate forms to ASLA National within two weeks of the meeting conclusion.~~

1108.4 Reimbursement for Annual and Mid-year meetings are not guaranteed and will be subject to the financial capabilities of the chapter at that time;

- a. Executive Committee members intending to attend the meetings, to inform Executive Committee of intent 60 days prior to the event with the filing of the "Conference Travel Requisition Form". Determination of financial standing to be made at that time;

1108.5 Lodging reimbursement is based on actual expense. In room charges for entertainment are not reimbursed. based on ½ double occupancy rate. Attendees to attempt to locate a roommate or elect to pay balance of room rate; Lodging means hotel room and tax charges only. The cost of the lodging shall not exceed the host hotel;

1108.6 All officers are expected to make air travel reservations a minimum of thirty (30) days in advance of their travel dates at the most economical fare. Transportation to meetings includes the most economical means of travel to and from the airport;

1108.7 Registration and lodging for the Annual Meeting of the Society are not covered by the Chapter;

1108.8 Leadership Opportunities for Other Officers

- a. Chapter Executive Committee shall consider reimbursing expenses for other Chapter Officers to attend leadership training sessions as they are made available by ASLA National on an annual basis and based upon the financial capabilities of the Chapter;

Fiscal Year

1110. The fiscal year of the Chapter shall begin on the first day of October;

1111. The fiscal year end for the Chapter shall change to December 31 in the year 2007;

**Article 12. Amendments**

1201. The Bylaws may be amended by the Executive Committee while in session at a regular, scheduled meeting of the committee;

1202. Proposed amendments may be sponsored by Full or Associate Members of the Chapter. The sponsor shall prepare the proposed amendment in the format prescribed by the Constitution and Bylaws Committee and secure the endorsement of one or more Full or Associate Members of the Chapter. The sponsor shall forward the proposed amendment to the Constitution and Bylaws Committee, the president, and the secretary of the Chapter at least thirty (30) days prior to a scheduled meeting of the Executive Committee;
1203. The Constitution and Bylaws Committee shall review the proposed amendment to ensure consistency with the Constitution or the Bylaws of the Chapter and assist the sponsor in rectifying any inconsistency. The committee shall then endorse and forward the proposed amendment to the sponsor, the president, and the secretary at least twenty (20) days prior to the scheduled meeting of the Executive Committee;
1204. At least ten (10) days prior to the scheduled meeting of the Executive committee, the Secretary shall post the proposed amendment for review by the committee, and the president shall place the proposed amendment on the action agenda for the meeting;
1205. The Executive committee shall consider the proposed amendment while in session at the meeting and shall adopt, amend and adopt, reject, or refer the proposed amendment back to the sponsor for further study.. Testimony for or against adoption may be presented. An affirmative vote by two-thirds (2/3) of the entire voting membership of the Executive Committee shall be required for adoption.

**1206. Conflict of Interest**

The Executive Committee shall adopt a policy to assist in the identification and resolution of conflicts that may arise in the governance of Chapter affairs.

**1207. Member Disclosure Policy**

The executive Committee shall adopt policies governing the release of member and membership information that are consistent with the Society's Member Information Disclosure Policy.

**Article 13. Disbandment**

1301. The Chapter may voluntarily disband by an affirmative vote by two-thirds (2/3) of the Full and Associate Members assigned to the Chapter, voting either by a ballot returned to the Chapter secretary or at a meeting called for this purpose not less than thirty (30) days after issuance of the ballot;
1302. The Chapter may be disbanded by an affirmative vote by two-thirds (2/3) of the entire voting membership of the Board of Trustees of the Society for violation of the Constitution and Bylaws of the Society, failure to elect Chapter officers in a timely manner, failure to maintain minimum membership strength as defined in Section 302 of the Chapter Constitution, or for other due cause, provided the Chapter is duly notified of the charges against it and given a fair hearing of the charges and a fair opportunity to respond;
1303. Voluntary disbandment by an affirmative vote by two-thirds (2/3) of the Full and Associate Members assigned to the Chapter shall become effective on the date specified by the Full and Associate Members assigned to the Chapter. Disbandment by an affirmative vote by two-thirds (2/3) of the entire voting membership of the Board of Trustees shall become effective on the date specified by the Board of Trustees;
1304. On the specified effective date, the territorial limits of the adjacent chapter or chapters shall be modified by the Board of Trustees to incorporate the area of the disbanded chapter;

**Article 14. Effective Date**

1401. These Bylaws shall be effective upon the date of adoption;

1402. Date of Adoption by the Ohio Chapter Executive Committee:

Amendments  
August 2015

## MEMBER REIMBURSEMENT FORM

Name: \_\_\_\_\_

Reason for Reimbursement: \_\_\_\_\_

Conf/Travel Number: \_\_\_\_\_ Conference/Seminar Fees to be Reimbursed: \$ \_\_\_\_\_ Other

Dates	Room/Lodging	Meals (for day)	Transportation	Other	Total
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
<b>Total</b>					\$

Expenses:

Description of "Other" \_\_\_\_\_

Total of all expenses to be reimbursed \$ \_\_\_\_\_

Less any Advances \$ \_\_\_\_\_

Net amount to be reimbursed \$ \_\_\_\_\_ I certify that

I incurred the above listed expenses on Ohio Chapter official business, and that I have attached original receipts to the back of this form for all of the expenses except mileage. Member

\_\_\_\_\_ Date \_\_\_\_\_

This form is for claiming reimbursements of either incidental reimbursable expenses such as mileage, parking fees, or for reimbursement of expenses (after payment by member) listed on the Conference/Travel Requisition Form Receipts for expenses listed on this form (except mileage) must be attached.

If multiple forms are used only the form with the totals should be signed.