

**By-Laws for the University of Oregon Student Chapter
of The American Society for Photogrammetry and Remote Sensing**

Article I. MEETINGS

Section 1. The following procedure shall be employed when calling meetings.

- a. The officer calling the meeting will notify the Secretary of the need and purpose for a meeting.
- b. The Secretary will schedule a meeting within three weeks of notification.
- c. The Secretary will inform the membership of time, place, and nature of the meeting.
 - i. The Secretary will notify the membership no later than one week prior to the meeting through oral, written, or electronic notice.
- d. The President shall call a minimum of two general business meetings each fall and spring semester.
 - i. The first meeting should be called during the first four weeks of the semester and scheduled for no later than the seventh week of the semester. The second meeting shall be at any time prior to the end of the semester.

Article II. FINANCES

Section 1. Chapter funds shall be kept in an account at a federally recognized and insured financial institution.

Section 2. All financial transaction concerning the Chapter shall be approved by the Executive Board.

Section 3. All financial transactions concerning the Chapter shall be executed by the Treasurer as directed by the Executive Board and in a timely manner.

Section 4. All financial transactions must be signed by the faculty/staff advisor and the President or Treasurer.

Section 5. Dues and Assessments

- a. The amount or existence of Chapter dues will be determined by a majority of the active membership voting at a regular or specially called meeting and shall be collected by the Chapter Treasurer.
- b. Chapter dues, if any, shall be payable at the beginning of each school term, or at that point in time when a member joins, if after the beginning of the semester.
- c. Payment of Chapter dues, if any, shall be required for full membership in the University of Oregon Student Chapter of the American Society for Photogrammetry and Remote Sensing.

Article III. DUTIES AND POWERS OF OFFICERS

Section 1. Duties and Powers of the President

- a. The President will preside over all meeting and club functions.
- b. The President will establish ad-hoc or standing committees, prescribe their purpose, and vest in them any portion of the presidential powers.
- c. The President will be a member ex-officio of all Chapter committees with the exception of the Nominating Committee.
- d. The President will initiate all club activities and functions, either directly or through an appointed committee.

Section 2. Duties and Powers of the Vice-President

- a. The Vice-President will assist the President in the execution of the duties of the presidential office.
- b. The Vice-President t will assume the duties of President in the event of the presidential resignation, removal, or absence from office.
- c. The Vice-President will preside in an ex-officio over all committees.

Section 3. Duties and Powers of the Secretary

- a. The Secretary will take and preserve accurate minutes of all meetings.
- b. The Secretary will forward meeting minutes and election results to the Regional Secretary/Treasurer.
- c. The Secretary will conduct all correspondence and handle Chapter announcements.

- d. The Secretary will maintain accurate membership records. Membership records will include, at minimum, contact information, Society membership number, area of expertise or field of study, and expected graduation date (if applicable).

Section 4. Duties and Powers of the Treasurer

- a. The Treasurer will maintain all Chapter accounts and keep accurate financial records.
- b. The Treasurer will transact all monetary exchanges concerning the Chapter, including collection of annual dues.
- c. The Treasurer will prepare an annual budget to be submitted for approval by the executive board
- d. The Treasurer will forward approved budget to the Regional Secretary/Treasurer, and will provide reports to the Regional Secretary/Treasurer as requested.

Section 5. Duties and Powers of the Faculty Advisor

- a. The Faculty Advisor will provide advice concerning the execution of all Chapter offices.
- b. The Faculty Advisor will maintain an active knowledge of all university rules and regulations affecting the organization or operation of the Chapter.
- c. The Faculty Advisor will assume any other duties and responsibilities required of the office by the Office of Student Organizations.
- d. The Advisor of the Chapter shall be a member of the faculty at University of Oregon.
- e. The Advisor shall be a voting member.
- f. Advisors must sign all financial transactions and University approval forms (including activity forms) for the disbursement of any funds.

Section 6. Duties and Powers of the Executive Board

- a. At no time shall any member of the Executive Board exercise his/her powers and privileges in order to secure personal gain or to prevent

personal loss at the expense of the welfare of the Chapter, its membership, or any individual.

- b.** The Executive Board shall direct the business, finances, and activities of the Chapter. It shall have the power, within the limitations of this Chapters' and the Society Bylaws, to initiate and execute any measures to further the interest of the Chapter.

Section 7. Removal of an Officer from Office

- a.** An officer may, at any time, remove himself/herself from office. An officer found to be in violation of this Chapters' Constitution or its Bylaws shall be removed from office by a two-thirds majority vote of the active membership present at a regular or special meeting.

Article IV. ELECTION OF OFFICERS

Section 1. The President will appoint a Nominating Committee and appoint a chair of the committee during the first spring quarter meeting. The Nominating Committee will prepare a slate of officers for the following year. Officer nominations may also be performed by the active Chapter membership during the election process.

Section 2. The Nominating Committee will present the slate of officers during the last spring meeting. A call for nominations from the floor will also be held. Officers will be elected by a majority vote of active members voting in person by ballot. A quorum is needed to hold the election.

Section 3. Elected officers will begin their term during the first fall meeting and will continue for one year.

Section 4. Results of Chapter elections will be reported to the Regional Secretary/Treasurer within three weeks.

Section 5. Officers will be ineligible to succeed themselves in office with the exception of the Secretary and the Treasurer. Exceptions to this rule require a decision by the Executive Board, or by a three-quarters majority oral vote preceding election by ballot.

Section 6. The standing President will preside over the election of new officers. If the President is absent, the Faculty Advisor will preside over the election of new officers.

Section 7. If a member of the Executive Board is removed or vacates their position, the President shall appoint a member from the Chapter to fill the position for the remainder of the unexpired Term.

Article V. COMMITTEES

- Section 1.** The President shall establish committees and appoint Committee Chairs as the need for Ad Hoc Committees arises.
- Section 2.** Standing committees are established in the Bylaws to address primary Chapter activities and insure continuing support, development and maintenance for programs.
- Section 3.** Ad Hoc Committees will be appointed by the President, acting for the Executive Board, to assist in the conduct of Chapter activities to accomplish specific Chapter goals. They may be disbanded upon completion of their assigned tasks.
- Section 4.** The Nominating Committee shall consist of a minimum of five people. All available Past Presidents and a minimum of two (or enough to attain the minimum Committee size) current active student members that are not on the Executive Board shall make up the Nominating Committee.

Article VI. AMENDING PROCEDURE

- Section 1.** Amendments to these Bylaws shall be proposed in writing and submitted to the active membership at least 2 weeks prior to the time they are voted upon.
- Section 2.** Adoption of amendments to the Bylaws shall be by a three-quarters majority vote, by secret ballot, of active members voting in person. A quorum must be present.