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30 September 2002

Region Bylaws
Central New York Region
American Society for Photogrammetry and Remote Sensing, Inc.

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Article I. Name and Location

Section 1. Name and Definition

The name of the organization shall be the Central New York Region of the American Society for Photogrammetry and Remote Sensing, Inc. hereinafter in these Bylaws called the Region. The Region has adopted and filed articles of incorporation in the State of Virginia. The Region is a separate corporate entity of the American Society for Photogrammetry and Remote Sensing, a non-stock and non-profit corporation formed under the provisions of Chapter 2 Title 13.1 of the Code of Virginia and hereinafter in these Bylaws called the Society. The Region is subject to general supervision by the Society, uses the same fiscal year as the Society (ending December 31), and meets the same tax exempt requirements as the Society under section 501c(3). The Region is not a private foundation.

Section 2. Location and Office

The boundaries of the Region, established in accordance with the Society Bylaws, shall include the State of New York (minus the counties of: Dutchess, Nassau, Orange, Putnam, Rockland, Suffolk, Sullivan, Ulster, Westchester, and the City of New York), the State of Vermont, and the north-central counties of the State of Pennsylvania (Warren, McKean, Potter, Tioga, Bradford, Forest, Elk, Cameron, Clinton, Lycoming, and Sullivan). The permanent address of the Region shall be:

Central New York Region
American Society for Photogrammetry and Remote Sensing
SUNY College of Environmental Science and Forestry
Environmental Resources and Forest Engineering
312 Bray Hall
Syracuse, NY 13210

The office of the Region shall be located at the location of the Secretary-Treasurer.

Article II. Objectives

Section 1. Objectives of the Society

The Society is dedicated to improving understanding of the mapping sciences to promote responsible application of photogrammetry, remote sensing, geographic information systems and supporting technologies.

Section 2. Objectives of the Region

The Region shall support the objectives of the Society by providing a means for exchange of ideas and information among Society members in the Region and with other organizations in the Region, and by promoting Society membership.
Section 1. Region Members
All members of the Society residing within the geographic limits of the Region shall be members of the Region unless they have been accepted for assignment to another Region as provided in the Society Bylaws.

Section 2. Classes of Membership
Classification of membership shall be in accordance with Society Bylaws.

Article IV. Officers

Section 1. Elective Officers
The elective officers of the Region shall be President, Vice President, Secretary-Treasurer, National Director, Immediate Past President. All Region elective officials shall be active members of the Society.

Section 2. President
The President shall have general supervision of the affairs of the Region. The President shall preside at the meetings of the Region, the Region Council, the Executive Committee, and shall be a member ex-officio, with right to vote, at all Region committees except the Nominating Committee. The President shall be responsible for coordinating technical programs and meeting locations within the Region and may request the assistance of a member at the selected location to handle program details and arrangements.

Section 3. Vice President
The Vice President shall assist the President and in the absence of the President, supervise the affairs of the Region. The Vice President shall be responsible for the Region annual Student of the Year Award and serve as the Chair of the Membership Committee and maintain membership records.

Section 4. Immediate Past President
The Immediate Past President shall chair the Nominating Committee and serve as an advisor to the President and the Region Council.

Section 5. Secretary-Treasurer
The Secretary-Treasurer shall maintain the records of the Region, including recording and publishing minutes of Region meetings, and shall be controller of accounts for the Region, collecting and disbursing funds, and supervising fiscal activities assigned to others by the Region Council. The Secretary-Treasurer shall give timely notice of all meetings of the Region and the Region Council. The Secretary-Treasurer shall submit an annual financial report of the Region and such special reports as may be requested by the Region Council and/or the President. The Secretary-Treasurer shall perform such services as required by the Bylaws of the parent Society.

Section 6. National Director
The National Director shall represent the Region on the Board of Directors of the Society, shall assure coordination of Region activities with Society operations and policies, and shall assist the Region in expediting matters of Region concern.
Section 7. Region Council

The Region Council shall consist of the President, Vice President, Secretary-Treasurer, Immediate Past President, National Director, and a minimum of three additional councilors, one of which will be a student member in good standing, appointed by the President. The additional councilors will represent insofar as possible the different geographic areas within the Region, and professional interests of the membership of the Region. The Region Council shall have control of the business, finances, and activities of the Region.

Section 8. Nominating and Election Procedures

a. Nominations

(1) The Nominating Committee, prior to February 1 of each year, shall prepare a slate of officers for the ensuing year. The nominees shall be for the expiring terms of office of the Vice President and Secretary-Treasurer. A President shall be nominated in the event the Vice President is unable to succeed to the office of President. It is the policy that the President and Vice President of the Region shall reside in different localities within the geographic limits of the Region and shall have different professional affiliation. The slate of nominees is to be reported to the Secretary-Treasurer by March 15. The Secretary-Treasurer in turn shall notify the membership of the report by April 1 or at the closest regularly scheduled Region meeting prior to the Annual Meeting.

Additional nominations may be made by a written petition signed by five (5) members in good standing forwarded to the Secretary-Treasurer by April 15. All valid (member in good standing, resident in the Region, stated willingness to serve if elected) nominations shall be presented to the membership by the Secretary-Treasurer and the election completed prior to the annual meeting.

(2) The Nominating Committee, prior to November 1 of the year preceding the expiration of the National Director's term of office, shall prepare a slate of nominees to fill the office of National Director. The list of nominees is to be reported to the Secretary-Treasurer by November 15. The Secretary-Treasurer, in turn, shall notify the membership of Region of said report by December 1.

Additional nominations may be made by a written petition signed by five (5) members in good standing forwarded to the Secretary-Treasurer by December 15. All valid (member in good standing, resident in the Region, willingness to serve if elected) nominations shall be presented to the membership by the Secretary-Treasurer and the election completed by February 1.

The name and biographical sketch of the elected National Director shall be submitted by the Secretary-Treasurer to the Executive Director of the Society forty (40) days prior to the Annual Meeting of the Society. In the event the Annual Meeting of the Society is held prior to March 10, the dates prescribed in this sub-section will be moved back to allow a forty (40) day notification period.

b. Election Procedures

(1) The Secretary-Treasurer in coordination with the Nominating Committee shall prepare a written ballot to be mailed to all voting members of the Region thirty (30) days prior to the Annual Meeting of the Region. Balloting for the position of National Director will be conducted in a similar manner except the ballots will be mailed thirty (30) days prior to the normal February 1 election completion date.
(2) A Tellers Committee of two or more members appointed by the President shall receive the returned ballots, counting the valid ballots and certifying the results to the President and Region Council. Election shall be by a majority of those voting. A tie vote shall be decided by a majority vote of the Region Council except the student member who may not vote in this instance.

The President shall notify those elected and arrange for their installation at the Annual Business Meeting. The Secretary-Treasurer shall report to the Society's Executive Director, within three weeks of their election, the names and addresses of those elected along with the names and addresses (as necessary) of appointed committee chairs.

Section 9. Terms of Office

a. Term

Except for the National Director, each elected officer shall take office at the close of the Region's Annual Business Meeting and shall serve until the successor is duly elected and installed.

b. President, Vice President, Secretary-Treasurer, and Immediate Past President

The President and Vice President shall be elected to a one-year term of office and shall be ineligible to succeed themselves in the same office. The Vice-President will succeed to the office of the President. The President shall automatically assume the office of the Immediate Past President following the term of office of President. The Secretary-Treasurer shall be elected to a one-year term of office and shall be eligible to seek re-election and hold successive terms of office.

c. National Director

The National Director shall be elected for a three year term and may be re-elected for one additional term (a total of six years). As required by the Society, the election shall be completed in time for the National Director to take office at the Society's Annual Meeting. The terms of office are 1999-2002, 2002-2005, 2005-2008, etc.

d. Region Council Member

The three Region Council members exclusive of the elected officers will be appointed by the President for a period of one year. They will be identified then chosen at the first meeting following the Annual Meeting.

e. Vacancies

(1) If the position of President should be vacated, the Vice President will assume the position of President for the remaining unexpired term. If the Vice President and/or Secretary-Treasurer positions should be vacated, the President will appoint a Region member to fill the position for the remaining unexpired term. The Secretary-Treasurer so appointed should be of the same geographic region as the President.

(2) If the National Director position should be vacated, the President will act as National Director until a special election can be called to fill the position for the remaining unexpired term. The special election
should follow the procedure outlined in Article IV Section 8 (2) of the Bylaws. The special election may be timed so that the mailing of notice of nominations and ballots will coincide with regularly scheduled meetings, except when the summer recess would fall between the mailing of the notice of nominations and the mailing of the ballots.

**Article V. Chapters**

**Section 1. Definition**

The Region shall establish administrative sub-elements as Chapters when the Region Council identifies need for them or receives a written request to establish same. They may be geographical sub-divisions or Student Chapters at specific educational institutions having a regular member on the academic staff. At least ten members, or ten student members plus one academic staff person who is a regular member, must indicate their intent to participate before a charter can be issued for a chapter.

**Section 2. Operations**

a. Officers

Chapters shall elect officers, appoint committees and adopt Bylaws consistent with Region and Society Bylaws. Results of elections shall be reported to the Region Secretary-Treasurer within three weeks.

b. Funds

Chapters may assess dues and otherwise raise funds to be expended for Chapter operations and functions. Accounting for such funds shall be maintained and reported to the Region Secretary-Treasurer as required.

A Chapter shall not incur financial obligations for, or in the name of, the Region or the Society.

c. Meetings

Chapters shall convene appropriate business and technical meetings at least four times per year and provide reports of their activities to the Region Council.

d. Operating Guidelines

(1) A Chapter shall not issue resolutions or statements or take official action on matters of Region or Society significance without approval of the Region Council.

(2) Chapters may enter into cooperative arrangements with other organizations in their geographic area for the purpose of encouraging exchange of technical information or otherwise enhancing the profession.

e. Dissolution

A Chapter may be dissolved by the Region Council if it ceases to be active or for other good and sufficient reasons.

**Article VI. Committees**
Section 1. Definitions

The President, acting for the Region Council, shall appoint Region Standing and Special Committees and Working Groups. Special Committees and Working Groups shall be appointed as necessary and shall be disbanded when the requirement no longer exists. Committees and Working Groups shall report to the Region Council through the President.

Section 2. Joint Committees

When considered to serve the interests of the Region, the President, with the approval of the Region Council may establish joint committees with other organizations for treating areas of common interest.

Section 3. Standing Committees

a. Executive Committee

The Executive Committee shall consist of the President, Vice President, Secretary-Treasurer, National Director, and the Immediate Past President and shall act for the Region Council in the interim between meetings to carry on the business and financial affairs of the Region. Reports of interim actions taken and appropriate recommendations for final action shall be submitted for consideration by the Region Council at its next meeting.

b. Nominating Committee

The Nominating Committee, chaired by the Immediate Past President, shall include two additional Region members in good standing selected to provide geographical and field of practice diversity. In the election of the National Director four additional Region members in good standing shall be selected to provide geographical and field of practice diversity. It shall be the duty of the said Committee to solicit Region membership for suggestions, to consider all suggestions received and to nominate candidates for the appropriate offices.

c. Membership Committee

The Membership Committee, chaired by the Vice President, shall consist of two or more members of the Region and shall represent the Region in Society membership development activities, and organizing and directing membership promotion within the Region.

d. Bylaws Committee

The Bylaws Committee shall be chaired by a member of the Region Council and shall advise the President and the Region Council on the relationship of the Bylaws to current or proposed Region activities. The Committee shall prepare amendments to the Bylaws as necessary for approval by the Region Council and for consideration by the Region membership.

e. Publications Committee

The Publications Committee shall consist of two or more Region members, one of whom shall be the Editor of the Region newsletter, and shall assure the publication and distribution of the newsletter as well as promoting preparation of technical articles and other publications for the Society publication program.
Article VII. Finances

Section 1. General Policy
The Region Council shall endeavor to conduct the affairs of the Region within the financial limits of the fund consisting of local Region dues and the sum apportioned to the Region by the parent Society.

Section 2. Region Dues
The Region Council shall have the power to assess dues and to raise and collect funds to be expended for Region needs. The annual dues of the various grades of membership shall be as follows:
Honorary Members Nil
Emeritus Members Nil
Member $4.00
Associate Member $4.00
Student Members $1.00

Section 3. Society Member Rebate
Society member rebate funds provided to the Region in accordance with Society Bylaws shall be requested annually by the Secretary-Treasurer.

Section 4. Other Proceeds
The portion of proceeds from Society conventions, seminars, workshops or other such Society activities in the Region returned to the Region, in accordance with Society policies, may also be available for support of Region programs.

Section 5. Delinquent Dues
The Secretary-Treasurer shall assist the Society in collecting payment of delinquent dues.

Article VIII. Administration

Section 1. Region Council
The Region Council shall have control of the business, finances, and activities of the Region. It shall have the power, within the limitations of these Bylaws and the Bylaws of the parent Society, to initiate and execute any measures to further the interest of the Region. Its powers and responsibilities shall include the following:

a. to have, hold and administer the property, records, and funds of the Region.

b. to establish policy and authorize public statements on behalf of the Region in consultation with the Society.

c. to adopt an annual budget for the Region, authorize specific appropriations, and oversee funds disbursements.

e. to assure the flow of information about the Region to its members.
f. to foster and oversee relations with related organizations.

g. to take measures to advance the interests of the Region and the Society.

Section 2. Duties

The President shall have supervision of the affairs of the Region, presiding at the Annual and Regular Meetings of the Region, the Region Council, and the Executive Committee. The Vice President shall assist the President and, in the absence of the President, assume the President's duties.

Article IX. Meetings

Section 1. Annual Business and Awards Meetings

The Annual Business and Awards Meeting for the installation of officers, presentation of awards, reviewing Region activities and transacting other business shall be held during spring of each year at a location preferred by the Region Council. The National Director shall invite a National Officer to participate in the meeting and preside at the installation of officers. In the event none are available, the National Director shall preside at the installation of officers. Notice of this meeting shall be received by the Region membership at least 60 days prior to the date of the meeting.

Section 2. Region Council

The Region Council will meet as a separate group a minimum of three times per fiscal year.

Section 3. Technical Meetings

There shall be at least two technical meetings in addition to the Annual Meeting each fiscal year. Meetings shall be held at such times and places as designated by the President or Region Council.

Section 4. Special Meetings

Special Meetings may be called by the Executive Committee of the Region at their discretion or shall be called upon a written request signed by ten (10) members of the Region. The membership shall be notified of such a special meeting and its purpose at least ten (10) days prior to the proposed meeting.

Section 5. Other Meetings

The Region may from time to time invite the Society to schedule Society Conventions, Symposia, or other meetings in the Region.

Article X. Publications

Section 1. Newsletter

The Region shall publish a newsletter, *The Central Perspective*, which shall be issued no less than four times per year, for distribution to all members of the Region. Copies shall be provided to Society Headquarters for distribution to other Regions. As appropriate, the newsletter may be distributed to individual members of other related organizations within the Region boundaries.
Section 2. Other Publications
The Region may from time to time produce and issue other publications appropriate to meeting Region objectives.

Section 3. Society Publications
The Region shall encourage contributions by Region members to the publications of the Society.

Article XI. Rules of Order

Section 1. Robert's Rules of Order
The current edition of Robert's Rules of Order, most recent revision, shall govern all deliberations of the Region as applicable and when not inconsistent with Society and Region Bylaws or special rules.

Section 2. Tallying of Votes
Tallying of votes in Region meetings shall be on the basis of those present and voting (including proxies) and for mail ballots on the basis of valid ballots received. A majority vote constitutes approval unless otherwise stated in these Bylaws. For elections of officers where there are more than two candidates for a particular office, the candidate receiving the plurality of votes is duly elected to that office.

Voting on matters other than officer elections may be by written ballot when requested by one-third of the members present. It shall be the duty of the Secretary-Treasurer to inform the members at least ten (10) days in advance of any important measure to be voted upon, and to tabulate and record the vote.

Section 3. Bylaws Terminology
The use of the term "chair" or other similar phrasing in these Bylaws shall not connote any gender distinction.

Article XII. Amendments

Section 1. Petition for Amendment
Amendments to these Bylaws may be proposed in writing to the Secretary-Treasurer and shall be signed by at least two members of the Region Council or by at least ten qualified voting members of the Region.

Section 2. Amendment Procedure
Amendments to these Bylaws may be made at any regular or special meeting provided that the proposed amendment has been presented, in writing, to the members thirty (30) days prior to the meeting at which the proposed amendment is to be acted upon.

Section 3. Adoption
Amendments to these Bylaws shall be adopted by a two-thirds vote of the members present. Ballots will be mailed by the Secretary-Treasurer of the Region. Ballots may be cast at the meeting or returned by mail to the Secretary-Treasurer. In the latter case, they must be received by the Secretary-Treasurer
at least one (1) business day prior to the scheduled meeting.