

**BYLAWS - revised 10/18/2004 - adopted 12/14/2004**

**NEW ENGLAND REGION  
AMERICAN SOCIETY FOR PHOTOGRAMMETRY AND REMOTE SENSING**

**ARTICLE I: NAME AND LOCATION**

**Section 1. Name and Definition**

The name of the organization shall be the New England Region, American Society for Photogrammetry and Remote Sensing, hereinafter in these Bylaws called the Region. Photogrammetry and Remote Sensing are the art, science and technology of obtaining reliable information about physical objects and the environment through the process of recording, measuring and interpreting imagery and digital representations of energy patterns derived from non-contact sensor systems. The Region is an administrative sub-element 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.

**Section 2. Location and Office**

The boundaries of the Region, established in accordance with Society Bylaws shall include Maine, New Hampshire, Massachusetts, Rhode Island, and the Eastern Section of Connecticut (as defined by ASPRS Headquarters). The offices of the Region shall be located at the University of New Hampshire in Durham, NH, and/or at the locations of the Region's Secretary-Treasurer.

**ARTICLE II: OBJECTIVES**

**Section 1. Objectives of the Society**

The principal purpose of the Region is to assist the Society in achieving its objectives as set forth in the Society Bylaws.

**Section 2. Regional Objectives**

The Region shall (1) provide a means for exchange of ideas and information among Society members in the Region and with other organizations in the Region, and (2) promote Society membership.

**ARTICLE III: 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 Society Bylaws.

## **Section 2. Classes of Membership**

Classification of membership shall be in accordance with Society Bylaws. Membership shall be classified in the following categories: Member, Emeritus Member, Honorary Member, Fellow Member, Affiliate Member, Student Member, Associate Member, Sustaining Member, and Inactive Member.

## **ARTICLE IV: OFFICERS AND DIRECTORS**

### **Section 1. Elective Officers**

The Officers of the Region shall be President, Vice-President, Immediate Past President, Secretary-Treasurer, National Director, and Regional Directors. All Region officials shall be active members of the Society, and hence referred to as Regional Officers.

### **Section 2. President**

The President shall supervise the officers of the Region under the policies of the Regional Officers, presiding at meetings of the Regional Board, the Region, and Region Committees except the Nominating Committee. The President shall substitute for the National Director for National Society Meetings as necessary.

### **Section 3. Vice-President**

The Vice-President shall, in the absence of the President, supervise the affairs of the Region. The Vice-President serves also as the Chair of the Program Committee, responsible for directing the organization and operation of the Region technical programs and meetings, and shall perform other administrative duties as assigned by the President.

### **Section 4. Immediate Past President**

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

### **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 Regional Officers. The Secretary-Treasurer shall maintain membership records, membership mailing data, and shall prepare reports on funds and membership as required by the Society.

## **Section 6. National Director**

The National Director shall represent the Region on the Society Board of Directors and shall assure coordination of Region activities with Society operations and policies, assisting the region in expediting matters of Region concern. The National Director shall chair the Bylaws Committee and maintain the Bylaws for the Region.

## **Section 7. Board of Directors**

Five Region Directors, one from each state in the Region, with the other officers shall comprise the Regional Board of Directors. The Regional Board of Directors shall provide direction to the affairs of the Region.

## **Section 8. Webmaster**

The Webmaster shall be appointed by the President and shall serve on the Regional Board. The Webmaster is responsible for all Regional Web pages and/or Newsletters. The Webmaster shall receive input from the Regional Officers to be used for the Web pages and Newsletters. The Webmaster may request help from the Regional Officers to assist as required.

## **Section 9. Membership Chair**

The Membership Chair shall be appointed by the President and shall serve as the head of the membership committee.

## **Section 10. Nominating and Election Procedures**

a) Nomination - The Nominating Committee shall select each election year at least two nominees, if possible, for each of the offices for which terms are expiring in that year. The Nominating Committee shall invite membership recommendations for nominees. A nomination by a petition signed by any ten members shall be included in the Committee's list of nominees. The eligibility of nominees shall be certified by the Secretary-Treasurer (member in good standing, resident in the Region, stated willingness to serve if elected).

b) In coordination with the President and the Secretary-Treasurer, the Nominating Committee shall prepare a mail ballot which shall be mailed to all voting members in the Region not later than six weeks prior to the Region's Annual Business Meeting, except in the year of the election of the National Director when the results of the election must be reported to the Society's Executive Director forty days prior to the Annual Meeting of the Society. The ballot shall provide opportunity for write-in votes except for the office of President.

c) 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 the other Regional Officers. Election shall be by a majority of those voting. A tie

vote shall be decided by a majority vote of the Board of Directors. The President shall notify those elected and arrange for their installation at the next Annual Business Meeting. The Secretary-Treasurer shall report to the Society's Executive Director, within three weeks of their election, the names of those elected along with the names of appointed Committee Chairs.

### **Section 11. Terms of Office**

- a) Except for the National Director, each elected official 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) The President shall serve for two years. The President shall automatically assume the office of Immediate Past President for the two years following the term of office as President. The Vice-President shall serve for two years and then automatically assume the office of President for the two years following the term of office as Vice-President.
- c) The Secretary-Treasurer shall be elected to a two-year term and may be re-elected without limit.
- d) The National Director shall be elected for a three-year term and may not serve for more than two consecutive terms in a row. 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.
- e) The five Region Directors shall be elected for two-year terms, with three being elected one year (odd years) and two the next (even years). They may be re-elected without limit.
- f) Should any elected officer or any other board or committee member be unable to continue serving to the end of the term, a replacement shall be appointed by the President with the approval of the Board of Directors.
- g) Should any elected officer or any other board or committee member be negligent of upholding the Region or Society Bylaws, that person may be removed by majority vote of Regional Officers after consideration and review of the issues.

## **ARTICLE V: CHAPTERS**

### **Section 1. Definition**

The Region shall establish administrative sub-elements as Chapters when the Board of Directors identifies need for them. They may be geographical sub-divisions or Student Chapters at specific educational institutions. At least ten members must indicate their intent to participate before a charter can be issued for a Chapter.

## **Section 2. Operations**

- a) 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) 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.
- c) A Chapter shall not act nor incur financial obligations for, or in the name of, the Region or the Society.
- d) A Chapter shall not issue resolutions or statements or take official action on matters of Region or Society Directors.
- e) 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.
- f) Chapters shall convene appropriate business and technical meetings at least two times per year and provide reports of their activities to the Board of Directors.
- g) A Chapter may be dissolved by the Regional Officers if it ceases to be active or for other good and sufficient reasons.

## **ARTICLE VI: COMMITTEES**

### **Section 1.**

The President, acting for the Board of Directors, 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 Board of Directors through the President.

### **Section 2.**

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

### **Section 3.**

Standing Committees may be established as follows:

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

b) The Nominating Committee, chaired by the Immediate Past President, shall include two additional Region Members in good standing selected to provide geographic and field of practice diversity.

c) The Program Committee, chaired by the Vice-President, shall consist of two or more members and shall be responsible for planning and management of Region technical programs and meetings and for support of Society meetings within the Region. The Committee may request that the President appoint sub-committees as necessary to assist with specific functions related to meetings.

d) The Membership Committee shall be chaired by the Membership Chair and consist of two or more members of the Region. This committee shall represent the Region in Society membership development activities, organizing and directing membership promotion within the Region.

e) The Bylaws Committee shall be chaired by the National Director and shall advise the President and the other Regional Officers on the relationship of Bylaws to current proposed Region activities. The Committee shall prepare amendments to Bylaws as necessary for approval by the Regional Officers and for consideration by the Region membership.

f) The Honors Committee shall consist of the Board of Directors and shall confer Region honors and awards. A sub-committee shall be appointed as necessary to evaluate proposals for honors and awards and make recommendations thereon to the Committee.

g) The Education Committee shall promote interest in the profession and its scientific and technological pursuits throughout the educational institutions in the Region, encouraging the establishment of student chapters and the development of instrumental programs.

h) The Publications Committee shall consist of two or more Region members, one of whom shall be the Webmaster, and shall assure the publication and distribution of the Region information as well as promoting preparation of technical articles and other publications for the Society publication program.

## **ARTICLE VII: FINANCES**

### **Section 1.**

Region dues and fees necessary to support Region activities and programs may be established by the Board of Directors and collected by the Secretary-Treasurer. Members

in arrears for Region dues may not be refused admission to Region technical sessions, but are not entitled to participate in social functions financed by Region funds.

## **Section 2.**

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

## **Section 3.**

The portion of proceeds from the 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 4.**

The Secretary-Treasurer shall assist the Society in collection of delinquent Society dues.

# **ARTICLE VIII: ADMINISTRATION**

## **Section 1.**

The Regional Officers shall have control and direction of the Region and shall determine its policies in accordance with Region and Society Bylaws. Its powers and responsibilities shall include the following:

- a) To have, hold and administer the property 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 appropriation, and oversee funds disbursements.
- d) To determine Region dues and fees.
- 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.**

The President shall have supervision of the affairs of the Region, presiding at Annual and special meetings of the Region, 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.**

The Annual Business and Awards Meeting shall be held at a time and place determined by the Regional Officers, normally on or about February 1<sup>st</sup>, for installation of Officers, presentation of awards, reviewing Region activities and transacting other Region business. Notice of such meetings shall be received by Region membership at least 30 days prior to the date of the meeting.

### **Section 2.**

Meetings of the Board of Directors shall be convened at least quarterly, and whenever called by the President or by a majority of the Regional Officers. The meetings may be in the form of a conference call and/or a physical gathering. In the event of the absence of an Officer at three consecutive meetings, the Regional Officers, after considering the circumstances, may declare the office vacant.

### **Section 3.**

At least two technical meetings shall be held each year and may be held in conjunction with the Region's Annual Meeting or with meetings of other technical and professional organizations as appropriate.

### **Section 4.**

Special meetings for specific purposes may be called by the President when necessary.

### **Section 5.**

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.**

The Region shall publish a Newsletter and/or maintain a Web page, which shall be issued or modified no less than four times per year, for distribution to all members of the Region. Copies shall be provided to Society Headquarters and to headquarters of other Society Regions. As appropriate, the Newsletter/page may be obtainable to individual members of other related organizations in the Region area.

## **Section 2.**

The Region may from time to time produce and issue other publications of the Society.

## **ARTICLE XI: RULES OF ORDER**

### **Section 1.**

The current edition of Robert's Rules of Order, Newly Revised, shall govern all deliberations of the Region as applicable and when not inconsistent with Society and Region Bylaws of special rules.

### **Section 2.**

Tallying of votes in Region meetings shall be on the basis of those present and voting (including proxies) and for mail ballots on approval unless otherwise stated in these Bylaws.

### **Section 3.**

The use of the term mail in these Bylaws applies to Postal, courier, email, and facsimile.

## **ARTICLE XII: AMENDMENTS**

### **Section 1.**

Amendments to these Bylaws may be proposed in writing to the Secretary-Treasurer and shall be signed by at least two members of the Regional Officers or by at least ten qualified voting members of the Region. Copies of the proposed amendment shall be submitted to the members of the Regional Officers at least thirty days prior to the meeting at which the amendment is to be voted upon.

### **Section 2.**

Amendments to these Bylaws shall be adopted by a two-thirds vote of the members of the Regional Officers present and voting. Under special conditions, the vote may be done over telecommunications.