

CONSTITUTION

**COUNTY GEOGRAPHIC INFORMATION SYSTEMS
PROFESSIONALS ASSOCIATION OF PENNSYLVANIA
HARRISBURG, PA 17106-0769**

We, the undersigned do hereby organize ourselves into a body to be known as the County Geographic Information Systems Professionals Association of Pennsylvania.

Article 1
OBJECT

The objectives of County GIS Professionals Association shall be to improve Geospatial practices in the Commonwealth of Pennsylvania; to provide for the collection, distribution, and exchange of information relating to GIS at the county level among its members; to improve public relations; to inform members of legislation intended to modify geospatial functions; to provide information and guidance to the Federal, State and Local officials on legislative, regulatory, and policy matters; and to cooperate with other interested agencies in the promotion of the objectives of this GIS Professionals while maintaining a locally independent and regionally coordinated approach to managing their daily workflows.

The GIS Professionals Association shall develop and maintain an affiliation with the CCAP and with other Geospatial Organizations.

No part of this Constitution and/or by-laws shall conflict in any way with laws of the Commonwealth of Pennsylvania.

Article 2
MEMBERSHIP

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- (A) Membership includes every county within the Commonwealth of Pennsylvania. Membership becomes effective upon the receipt by the membership committee of a request from a current county employee to be included on the membership rolls and payment of dues as is appropriate. Each county may have more than one employee as a member.
- (B) A county in good standing may appoint a consultant currently under contract to the county to provide GIS services. Said county commissioners shall provide documentation of their choice directly to the Association. The consultant chosen to represent the county can not designate another member of the consulting firm to represent the county.
- (C) A county in good standing may choose to be represented by another county. Said represented county shall provide documentation of their choice directly to the Association. No county may represent more than five other counties.
- (D) If a member county decides to withdraw from the Association they shall be dropped from the roll as a member without refund of any dues paid.
- (E) The Association may grant an Honorary Membership status to an individual who is not currently a county employee. Honorary Membership status may be granted only upon affirmative vote of 75% of the members in attendance.

Article 3

ELECTED OFFICERS

- (A) The Officers of the Association shall consist of a President, Vice-President, Secretary, and Treasurer.
- (B) The Officers and regional Directors shall constitute the Executive Board.
- (C) Officers and regional Directors must be county employees.

Article 4

DUTIES OF THE PRESIDENT

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It shall be the duty of the President to convene and preside at all meetings of the Association and of the Executive Board. The President may create committees to undertake specific tasks on behalf of the Association.

Article 5

DUTIES OF THE VICE-PRESIDENT

The Vice-President shall preside at all meetings of the Association and the Executive Board in the absence of the President and shall perform all the duties incumbent on the president when serving in the absence of the President.

Article 6

DUTIES OF THE SECRETARY

The Secretary or designee shall provide notice of and keep a true and correct account of all general, board or special meetings of the Association. The Secretary or designee shall notify all applicants of their election or rejection to membership. The Secretary shall provide all counties served by the Association with a list of all members, elected officers, and committee chairs by February 15 of each year. The Secretary shall transfer to any successor within two weeks of leaving office all books and papers pertaining thereto.

Article 7

DUTIES OF THE TREASURER

The Treasurer shall be the chief financial officer of the Association, and shall oversee its financial affairs, keeping the Board and the membership apprised of the financial condition and needs of the Association. The Treasurer shall undertake such other duties of a financial nature as the Board or membership may delegate. The Treasurer shall make financial reports to the Association as requested by the Board, but no less than quarterly. The Treasurer shall provide to the Executive Board by February 15 of each year a financial report and audit

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for the prior year. One copy of the financial audit shall be sent to each member county upon request. The Treasurer shall deliver to any successor within two weeks all books and records belonging to the Association.

Article 8 **STAFF AND SUPPORT**

The Association is authorized to enter into agreements or contracts with various organization(s) as required securing staff or support services. Staff duties and support services will be defined by the membership.

Article 9 **DUTIES OF THE REGIONAL DIRECTORS**

Regions shall be defined by a majority vote of the membership. Regional Directors shall be responsible for informing their respective regions of Association activities, and gathering information from their regions to be shared with the Executive Board. Regional Directors shall also conduct regional meetings of the membership to ensure that all information is being disseminated to the membership of the region.

Article 10 **EXECUTIVE BOARD**

(A) The Executive Board shall have the authority over the business affairs and finances of the Association. The President may call a meeting of the Executive Board at any time necessitated by Association business. A quorum for any meeting shall be six members of the Executive Board.

(B) The Executive Board may enter contracts on behalf of the Association. All contracts will need to be approved by 75% of the members at the next regular meeting.

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(C) The Executive Board shall adopt a budget and shall recommend to the membership for its approval any necessary dues schedule for the Association.

(D) The Executive Board shall reserve the right to recommend at the third quarterly meeting of the Association removal of any Executive Board member who has not attended 50% of the scheduled meetings or in some way contributed to the good of the Association within a twelve-month period.

Article 11 **MEETINGS**

(A) The Association shall meet at least quarterly including at the annual meeting which will take place in the last quarter of the year.

(B) Eleven counties shall constitute a quorum.

(C) Attendance by electronic means counts towards the quorum.

(D) Special meetings may be called by the President at the request of five member counties, or when the President deems it necessary.

(E) All quarterly meetings must be scheduled at a minimum of two months in advance with all meeting materials distributed at least three weeks in advance, with the exception of special meetings.

(F) Meetings shall be governed by the most current version of Roberts Rules of Order, as supplemented by additional rules that may be adopted from time to time by a majority vote of the membership.

(G) Executive Board meetings can be called at the discretion of the President, but shall meet at least on a quarterly basis.

Article 12 **VOTING**

(A) Each county in good standing shall have one vote.

(B) Voting shall be by a roll call vote of counties in good standing except during elections. Elections shall be done by secret ballot.

(C) Honorary Members and staff shall have a voice but shall not have a vote.

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(D) A county that has been designated to represent other counties shall have one vote for itself and one vote for each county it represents. In each case a county that has been chosen to represent other counties shall identify individual county votes.

(E) Proxy/absentee voting is permitted under the following conditions:

1. Voting by proxy shall consist of completion of a proxy authorization form and receipt of same by a member of the board or by the CCAP staff liaison to the Association. Voting by proxy shall be on any matter put before the Association in writing. The members voting by proxy shall be counted in determining a quorum.
2. Voting by phone shall be via voice vote identifying the subject matter to be voted on; the county representatives voting an indication of for or against this vote. The members voting by live meeting shall be counted in determining a quorum.
3. The secretary shall record all proxy and live meeting votes.
4. If after proxy votes have been submitted and subsequent discussion of the proposed amendment results in any change to the proposed amendment, the proxies submitted shall be recorded, and proxy members must within two weeks indicate their agreement or disagreement to the new change.

Article 13
DISSOLUTION

This Association shall not be dissolved as long as there are thirty-seven (37) counties who desire to continue it.

Article 14
AMENDMENTS

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No amendments shall be made to this Constitution and by-laws unless signed by 15 voting members and submitted in writing to the Executive Board. The Executive Board shall submit the proposed amendment to the general membership at least 30 days in advance of a regularly scheduled general meeting. The amendment must be read at 3 consecutive general meetings. An amendment may be adopted only by an affirmative vote of 75% at each reading.

Article 15

PROFESSIONAL SERVICE

The Association has the right to retain professional services for counsel at the direction of the Association at an annual fee agreeable to both parties (Lawyer, Accountant, etc.).

BY-LAWS

**COUNTY GEOGRAPHIC INFORMATION SYSTEMS
PROFESSIONALS ASSOCIATION OF PENNSYLVANIA
HARRISBURG, PA. 17106-0769**

BY-LAW 1
ORDER OF BUSINESS

At the appointed hour, the President or designated officer shall take the chair and call the meeting to order; and if a quorum is present shall proceed to the order of business.

1. Reading of the minutes of the last meeting
2. Treasurer's report
3. Attendance: Attendance of each meeting shall be recorded
4. Report of Committees
5. Staff report
6. Unfinished Business
7. New Business
8. Reading of Bills
9. Adjournment

BY-LAW 2
DISCRIMINATION

Membership in the Association is open to any individual in accordance to Article 2 of the Association Constitution. Membership is open to individuals of any age, race, sex, religious orientation

BY-LAW 3

DUES

- (A) Dues shall be on an annual basis, and shall be determined by the membership at the last quarterly meeting of each year for the succeeding calendar year, based on recommendations by the Executive Board.
- (B) Dues may be assessed per membership status. County dues assessed on a per-county basis may be developed on a sliding scale based on factors such as population or other demographic, geographic, or financial factors. Honorary members will be assessed per individual.
- (C) Dues are invoiced on a net 30 days basis on January 1 of each year.
- (D) The Association will terminate the membership for any members that have not paid dues in full by the second quarterly meeting.
- (E) All regular members, who have been an active member for the past year, and who have been dropped from the roll of the Association for non-payment of dues, may be reinstated upon receipt of the full due amount.
- (F) Membership shall be responsible for paying its own dues, including those counties that have chosen to be represented by other counties or by non-county employees or consultants.

BY-LAW 4
HONORARY MEMBERS

- (A) Upon nomination by 2 members in good standing, an individual may be granted honorary member status if that individual is deemed by the Association to possess expertise or experience, to present representation from a sector other than county government, or to conduct activities deemed valuable by the Association in pursuit of its vision and or mission.
- (B) The Association is not under any obligation to grant additional honorary status to other individuals from the same or other organizations as a result of granting honorary status to any one individual.
- (C) Honorary Status can be revoked at any time by the membership with delivery of written notice.

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- (D) Honorary status cannot be transferred.
- (E) Dues for Honorary members may be waived.

BY-LAW 5 **ELECTIONS**

- (A) Nominations of candidates of the Executive Board shall be completed prior to the 1st day of the month in which the annual meeting is held. Election of officers shall be held at the annual meeting of the calendar year, for the term to commence on January 1 of the following calendar year. All officers shall be county employees and serve for one year except the regional Directors who shall serve for two years. Four Directors will be elected in even years and five Directors will be elected in odd years.
- (B) No members shall serve in more than one elective office at any one time.
- (C) When a vacancy occurs in an elective office, the unexpired term of such office shall be filled by appointment of the Executive Board.
- (D) The election shall be by secret ballot, with each county in good standing having one vote.

BY-LAW 6 **COMMITTEES**

- (A) All committees shall be appointed by the President, who shall name one member of the committee as chair to work on specific issues facing the organization.
- (B) Standing committees are Membership, Finance, Legislative, & Training.
- (C) Ad hoc committees can be set for a period of time by the President.
- (D) Any member of the Association may attend any committee meeting.

BY-LAW 7
ANNUAL REPORT

At the first meeting of each calendar year the President and other officers shall present reports on Association activities, including an annual report detailing Association finances and the status of any projects undertaken by the Association.

BY-LAW 8
EXPENSES

(A) Travel expenses of officers or members traveling on Association business will be reimbursed by the Executive Board for pre-approved activities on a case by case basis. Travel shall be by the most economical means available.

Mileage will be reimbursed at the rate established by the Internal Revenue Service. Reimbursement for use of county vehicles will be made to the county.

(B) Other expense reimbursements for pre-approved activities, such as lodging, meals, or the use of personal equipment will be considered on a case by case basis.

BY-LAW 9
FUNDS

All Association funds shall be held in the name of the Association, in interest-bearing insured accounts, and shall be accounted by means that support reporting under General Accepted Accounting Principles.