

GIS in the Rockies

Organizational Governance Document

September 30, 2004

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1.0 About

The GIS in the Rockies is an organization of professional societies interested in the use and advancement of geospatial technologies in the Rocky Mountain west. Through events such as the annual GIS in the Rockies Conference, we seek to foster broad level understanding of, support for, and investment in, the continued advancement of geospatial technologies and the professionals that use, develop, manage and sell these technologies.

This governance document is intended to outline the GIS in the Rockies organizational structure, establish rules of governance, and identify critical functions of the Board of Directors and its sub-committees.

2.0 Organizational Structure

2.1 MEMBER SOCIETIES

Membership in the GIS in the Rockies is restricted to professional societies in the Rocky Mountain region interested in the use and advancement of geospatial technologies. Membership is currently limited to the following societies (herein after referred to as “Member societies”):

- American Congress of Surveying and Mapping – Colorado Section
- American Society for Photogrammetry & Remote Sensing – Rocky Mountain Chapter
- Geographic Information Technology Association – Rocky Mountain Chapter
- Professional Land Surveyors of Colorado
- Urban and Regional Information Systems Association – Rocky Mountain Chapter

2.2 BOARD OF DIRECTORS

The Board of Directors exists as a permanently defined group that will provide organizational oversight. The board will be responsible to provide financial and legal management, committee appointments, and event oversight. The Board of Directors may establish sub-committees for any purpose.

2.3 CONFERENCE PLANNING COMMITTEE

The GIS in the Rockies Planning Committee (herein referred to as the “Planning Committee”) will be composed of 2 representatives from each Member Society. The Planning Committee exists for the sole purpose of managing the annual GIS in the Rockies Conference.

2.4 NON-MEMBER SOCIETIES

The Board of Directors may approve the participation of non-member Societies on the Planning Committee at any time (herein referred to as “Affiliate Members”).

2.5 CHANGES TO STRUCTURE

A change to the GIS in the Rockies Organizational Structure or Governance document requires approval by each member society.

3.0 Governance

3.1 MEMBER SOCIETIES

3.1.1 Requirements

Each Member Society is required to appoint one member and one alternate member to the Board of Directors each year. Appointees must have had prior experience serving the GIS in the Rockies Planning Committee (see below) but cannot be a current Planning Committee member. Societies shall appoint a Board member by January 31st each year.

3.1.2 New Members

New member societies may only be admitted to the Board of Directors if the following conditions are met:

- 1) The new society has completed all required admission or probationary requirements as identified by the Board of Directors.
- 2) The current Board of Directors offers a unanimous Recommendation of Acceptance to the Member Society Boards.
- 3) All Member Societies approve the Recommendation of Acceptance.

3.1.3 Status of Good Standing

Member Societies are required to maintain a status of good standing to participate in the organization. Failure of a Member Society to meet the organizational requirements and an acceptable level of performance in annual events will result in loss of good standing. Loss of good standing requires one year of probationary participation in the organization. Failure to meet organization requirements under probation will result in loss of organizational membership.

3.2 BOARD OF DIRECTORS

3.2.1 Requirements

Each Board Member is required to participate for a minimum period of 1 year beginning January 31st. Each Board Member (or their alternate) is required to attend regularly scheduled meetings, vote, and facilitate communication with their respective society and sub-committee participants. Each board member will appoint committee members as needed. Failure of Board Members to meet these requirements can result in loss of good standing of their society.

3.2.2 Officers of Board

At a minimum, the Board of Directors will be composed of a Chair, Vice-Chair, Treasurer, and Secretary. By majority vote, the board can define all other officers and/or roles of board participants.

3.2.3 Quorum

More than half of the Board Members (or their alternates) must be present. Meeting attendance via telecom or Internet services is acceptable. In absence of both the Chair and Vice-Chair at any meeting, Board Members shall elect one from the Board Members present to serve as Chair.

3.2.4 Voting

Quorum (above) is required to hold a vote. Each Board Member can cast one vote. Proxy votes are permitted as long as they are submitted before the meeting or cast by an alternate. Motions are approved by a simple majority of the cast vote. In the case of a tie vote, the vote of the Committee Chair is considered the majority vote.

3.2.5 Funding and Board Support

The Board of Directors has the option to retain 10 percent of the event profit each year. Board of Directors can request additional contributions from each of the Member Societies.

3.3 CONFERENCE PLANNING COMMITTEE

3.3.1 Requirements

Each Planning Committee Member is required to participate for 2 years starting 30 days after the annual conference. Each Committee Member or their alternate is required to attend regularly scheduled meetings, vote, and report to their respective Board of Directors, and Member Societies. Failure of Committee Members to meet these requirements can result in loss of good standing of their society.

3.3.2 Officers of Committee

At a minimum, the Planning Committee will be composed of a Chair, Vice-Chair, Treasurer, Secretary, and Administrator. By majority vote, the committee can define other officers and/or roles of members.

3.3.3 Quorum

More than half of the Planning Committee must be present. Meeting attendance via telecom or Internet services is acceptable. In absence of both the Chair and Vice-Chair at any meeting, Committee Members shall elect one from the Committee Members present to serve as Chair.

3.3.4 Voting

Quorum (above) is required to hold a vote. Each Committee Member gets one vote. Proxy votes are permitted as long as they are submitted before the meeting or cast by an alternate. Motions are approved by a simple majority vote of present members. In the case of a tie vote, the vote of the Committee Chair is considered the majority vote.

3.3.5 Funding and Board Support

Based on available funding from member societies, the Board of Directors establishes the Planning Committee budget each year. The Planning Committee can request additional support committees and funding from the Board of Directors as needed.

3.4 AFFILIATE SOCIETIES

3.4.1 Requirements

Affiliate Societies must appoint 2 members to serve the Planning Committee. Each appointee is required to participate for 2 years starting 30 days after the annual conference. Each appointee is expected to attend regularly scheduled meetings, report to their respective Society, and actively add content to the conference.

3.4.2 Opportunities/Limitations of Affiliate Societies:

- 1) Cannot serve as an officer of the Planning Committee.
- 2) Cannot contribute seed money to the annual operation of the conference.
- 3) Cannot receive profits from the annual operation of the conference.
- 4) Affiliates are eligible to apply for membership to the Board of Directors after serving for three consecutive years on the Planning Committee, and subject to the other admission and probationary requirements.
- 5) The Board of Directors must approve participation of the Affiliate Societies.

4.0 Organization Acceptance

A designated representative from each Member Society is required to sign the Governance Document in order to officially accept participation in the GIS in the Rockies and to acknowledge the requirements of Member Societies.

On behalf of the _____ (society), I accept the terms and conditions established by this Governance Document for participation in GIS in the Rockies.

Board Position: _____

Signature: _____

Date: _____