<table>
<thead>
<tr>
<th>Agenda</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Approval of Minutes (Zweifel/Millay)</td>
<td>Action</td>
</tr>
<tr>
<td>2. Program and Operations Report (Somerville et al)</td>
<td>Information</td>
</tr>
<tr>
<td>3. Finance and Investments Report (O’Brien/Townsend)</td>
<td>Information</td>
</tr>
<tr>
<td>4. Formation of Student Chapter (Drobins/Lent/Wilson)</td>
<td>Action</td>
</tr>
<tr>
<td>5. CONFIDENTIAL SESSION</td>
<td>Information</td>
</tr>
<tr>
<td>6. Other Business</td>
<td>Information</td>
</tr>
</tbody>
</table>
Minutes

1. Call to Order

President Zweifel called the meeting to order at 1:08 pm on Friday, July 24, 2015. All officers and guests were present except Gyorgyfalvy.

2. Roll Call

Officers:  
K. Richard Zweifel, FASLA ________ President  
Chad D. Danos, FASLA ________ President-Elect  
Mark A. Focht, FASLA _________ Immediate Past President  
Hunter L. Beckham, FASLA ______ Vice President, Professional Practice  
Kay Williams, FASLA ___________ Vice President, Education  
Pamela J. Linn, ASLA ____________ Vice President, Communications  
Thomas R. Doolittle, ASLA ________ Vice President, Government Affairs  
Keith P. Wilson, ASLA ____________ Vice President, Membership  
Jeffrey A. Townsend, ASLA ________ Vice President, Finance  
Nancy C. Somerville, Hon. ASLA ___ Executive Vice President  
Curtis A. Millay, ASLA___________ Secretary  
Michael D. O’Brien, CPA _________ Treasurer

Staff:  
Julia M. Lent, Hon. ASLA ________ Managing Director, Government Affairs  
Terence J. Poltrack _______________ Director, Public Relations and Communications  
Deborah Steinberg, ASLA __________ Manager, Professional Practice

Guests:  
Vaughn Rinner, FASLA ________ 2015-16 President-Elect  
Robin Gyorgyfalvy, FASLA_______ Vice President-Elect, Government Affairs  
David Cutter, ASLA______________ Vice President-Elect, Education  
Michael Stanley, ASLA___________ Vice President-Elect, Communications  
Jacinta McCann, FASLA___________ LAF Representative

3. Minutes of Previous Regular Meeting

IT WAS MOVED BY MR. DOOLITTLE AND SECONDED BY MR. TOWNSEND TO APPROVE THE MINUTES OF THE JUNE 17, 2015, EXECUTIVE COMMITTEE CONFERENCE CALL. MOTION CARRIED UNANIMOUSLY.

4. President’s Report

President Zweifel reviewed his leadership visits since the midyear meeting including the UC Davis Student Chapter, the CSLA Congress in Mexico City, the IFLA 2015 Council in Moscow and the IFLA World Congress
in St. Petersburg, Russia and the upcoming Florida chapter annual meeting that follows the summer executive committee meeting. He also reviewed combined leadership visits including the Arizona chapter awards, the PA/Delaware chapter annual meeting, and the Vermont chapter on the 30th of this month.

5. 2nd Quarter 2015 Program and Operations Report

EVP Somerville presented highlights across program and operation areas including the upcoming ASLA, APA, and AIA leadership meeting on August 3rd, which Zweifel, Danos, and Somerville will attend; the SmartCEO Healthy Company award to be received on September 1; the new Landscape Report has good open rates (28%) and click-thrus as well as good reader feedback; the annual meeting registration rate and hotel pickup is excellent; the EXPO is on track for a sell-out; receiving positive responses to the change in the Alumni Tailgate format. In the advocacy arena, a letter was sent to CLARB stating the ASLA position and a meeting is scheduled next week with CLARB staff to follow up. Director Poltrack provided a summary of the Diversity Summit held earlier in the month for which he will issue a report in a few weeks; he also reported on the professional and student award jury processes this year and noted that revenues and entries were down this year, a situation that will be addressed in 2016 by separating registration/payment and submission.

Somerville discussed a positive meeting with GBCI staff regarding SITES communication and education; also requests from chapters are already coming in for SITES education. She provided an update on the Chinatown Green Street project to include: her meeting earlier this month with the director of the DC Office of Planning to address their concerns; focusing on sourcebook aspect of the project and design and construction of ASLA block of Eye Street; next steps including meeting with the head of DDOE, continuing stakeholder engagement, fast-tracking the design of 600 Mass Ave, and working with Lee & Associates on the Monument Realty project. Secretary Millay provided an update on the Center for Landscape Architecture to show completed design development phase; DD package will go out for updated cost estimate at end of this month; feature wall is still a work in progress; the new HVAC will eat into the contingency, the upside is the cost savings in lighting and other areas as a result of LEED platinum trade-offs.

6. Finance and Investments Report

VP Townsend and CFO O’Brien presented highlights through June 2015. He explained that since a significant portion of the Society’s net assets is derived from the annual meeting, ASLA follows the completed-show method of accounting therefore it is usual to show a loss in net assets until the meeting concludes in November. Through June 30, 2015, the $.7 million loss is in line with the budget. Joblink is outperforming the budget this year; awards program a little short this year; expenses tracking below budget. Cash, reserves, and long-term reserves were also reviewed.

7. SWOT Assessment

President-Elect Danos led a discussion to review and update the SWOT (Strengths, Weaknesses, Opportunities, Threats) assessment and identify implications for program planning. The committee confirmed the top five issues under each heading, reviewed the actions taken/needed for consensus on both continuing direction and proposed additions, and identified areas where the ExCom wanted to see additional action/focus.

8. LAF Report

LAF Representative McCann reported on upcoming events and initiatives at the Foundation including the 2016 50-year anniversary, the fundraising campaign for LAF to be announced in 2016 which will enable it to be sustainable for the next 50 years and will provide more endowed scholarships, enhancements to research programs, increased number of stipends, increased capacity of communications, and establishment of a new
leadership program among other opportunities. She also provided program updates on the landscape performance series to include the goal of 120 case studies completed by year’s end and a guidebook to evaluate landscape performance.

9. SITES Training

VP Beckham and Manager Steinberg reviewed a SITES spokesperson training presentation with the executive committee. The committee provided feedback and input on improvements. The suggestions were recorded and will be implemented into a revised version to be shared with the committee when completed. Steinberg will work with ExCom members to provide them with shorter or longer versions according to audiences.

10. Annual Operating Plan

EVP Somerville provided a summary of significant program changes/additions under consideration for inclusion in the 2016 Annual Operating Plan. Many additions focus on emerging professionals, such as creation of student and associate councils, LARE prep, change from a three- to five-year associate program, leadership development, and licensure support. Other items included a LAM speaker series for the new Center and online communications/community software to support PPNs and other program areas.

Items not included in the annual operating plan because of cost and other considerations include applying for the national-level Baldrige award and the landscape architects salary survey. Rebranding will be planned for 2017.

11. Executive Session

The executive committee held a closed door session.

12. Document Retention Policy

With the pending ASLA Center for Landscape Architecture construction, staff is reevaluating ASLA’s storage needs and document retention practices. The executive committee was asked to review an amendment to the policy.

IT WAS MOVED BY MS. WILLIAMS AND SECONDED BY MR. TOWNSEND TO APPROVE THE AMENDMENT TO THE ASLA ADMINISTRATIVE POLICY ON DOCUMENT RETENTION FOR CONSIDERATION BY THE BOARD OF TRUSTEES AT THE ANNUAL MEETING. MOTION CARRIED UNANIMOUSLY.

13. Baldrige Debrief

EVP Somerville discussed takeaways from ASLA’s application for the 2015 U.S. Senate Productivity and Quality Award (SPQA) for Virginia and the District of Columbia. In June, ASLA received the feedback report from the SPQA. ASLA was awarded a 2015 Achievement Award, which is two levels above the award ASLA received in 2014. Key strengths cited by the examiners included effective communication approaches throughout its operations, a well-established culture of continuous improvement and work practices that result in process improvement, and a strong commitment to customer focus via s series of well-deployed and systematic approaches.
She also discussed the opportunities for improvement that were identified. Next steps will include applying at
the national level in 2017.

14. Are We Making Progress Survey Results

The committee reviewed and discussed the results of the 2015 “Are We Making Progress” survey. Senior
staff discussed key themes and trends compared to previous years’ surveys.

15. Engagement Factors

As part of the Baldrige planning initiative, the group listed engagement factors for executive committee
members and other leadership volunteers similar to an exercise done by ASLA senior staff. The list was
recorded and will be shared with the Board at the annual meeting.

- Commitment and Mission
- Giving back
- Shared knowledge
- Co-workers and collegiality
- Shaping the future
- Engagement at different level from practice type
- Engagement of current issues/ trends
- Gaining new perspectives
- Being a part and contributing something larger than yourself
- Professional growth opportunities
- Network
- Experience diversity in the profession
- Long-term personal relationship development
- Opportunity of national/international perspective
- Opportunity to influence larger issues
- Personal growth opportunities
- Being a part of the solution
- Part of enriching dialogue
- Fun
- Working with great staff
- Being a part of something action oriented
- Interesting experiences
- Challenge to be better than you are
- Respect of peers and other professionals
- Sense of productivity - time well spent

15. ExCom Performance Assessment

Secretary Millay reviewed the results from the new midyear assessment questions on the Board and ExCom
surveys.
16. Constitution and Bylaws Review

EVP Somerville explained that this year, in conjunction with strategic planning, the ASLA Constitution and Bylaws (C&B) are being reviewed. Periodic review of bylaws and core governance documents on a minimum five-year cycle is now considered best practice for professional associations and other corporations. ASLA administrative policies will also be reviewed/revised as part of this process.

Five issues were discussed at the Board’s midyear meeting. Based on Board input, it is recommended that two of the five be pursued as part of this C&B review cycle:

- Adding an associate member to the Board.
- Lengthening the term of associate membership from three to five years.

It is recommended that one Bylaws item, expanding use of the ASLA logo by members and firms, be taken up as part of the logo/rebranding discussion tentatively scheduled for 2017. (Clarifying chapter nomenclature and chapter use of the logo to reduce variations and promote brand identity would be included in the rebranding discussion.)

Two items received little or no support from Board members and it is recommended that they be set aside at this time:

- Adding a public member(s) to the Board.
- Reconsidering trustee term lengths.

Additional areas the Executive Committee is asked to consider and recommend to the Board are:

- Creating a Student Advisory Council.
- Creating an Associate Advisory Council.
- Distinguishing between governance-critical standing committees (Constitution and Bylaws, Finance and Investments, Audit, Nominating, Tellers, Ethics) and advisory and program support committees (e.g., Professional Practice Committee, Government Affairs Advisory Committee, Emerging Professionals Committee, etc.) and giving the Executive Committee the authority to approve/disband the latter. The change would enable more flexible and strategic use of volunteers/member input. This item was discussed at the midyear Executive Committee.

The committee began by discussing changes to the associate term. The committee agreed to pursue the length of associate membership from three to five years but not to amend leadership privileges of associate members, i.e., will still not be able to hold national officer or serve as chapter trustee, president, president-elect or vice president. Investigate associate member having option of becoming full member after three years if they choose.

801. The committee was in agreement to give ExCom authority to establish and dissolve non-governance critical standing committees.

Additional areas considered and discussed were:

102.4 Whether to drop requirement of three years of practice if an individual has achieved licensure.
102 Clarify “professional practice” requirement, perhaps changing language to “experience” and to include tradition and non-traditional experience.

712. The committee agreed to change timing of chapter elections to 60 days out from annual meeting to provide more time for elects to attend the AM meeting.

739. The committee agreed to change method of electing student representative to the BOT as part of proposed student advisory council.

1007. The committee agreed to change backup for president and president-elect to immediate past president.

819. Mr. Focht pointed out “acceptance” is the new word to replace “approval” of slate.

915. Language will be added that president serves as ex-officio for Council of Fellows.

906. Will review language to allow for multiple year task force terms such as Site Sustainability Task Force, BPTF, etc.

16. Other Business

Secretary Millay discussed logistics for the upcoming summer BOT webinars.

17. Time and Place of Next Meeting

The next regular meeting of the ASLA Executive Committee will be held on November 4, 2015, in Chicago, IL.

14. Adjourn

There being no further business, at 5:00 pm on Saturday, July 25, 2015,

IT WAS MOVED BY MR. DOOLITTLE AND SECONDED BY MS. LINN TO ADJOURN. MOTION CARRIED UNANIMOUSLY.

Prepared by: Curtis A. Millay, Corporate Secretary

Approved:
## Agenda Item #2: Program and Operations Report

| Purpose: | To update the Executive Committee on key program activities. |
| History and Background: | |
| **ASLA Center for Landscape Architecture.** Staff and Gensler began the furniture selection process this week. The DD cost update is due in a few weeks. Fundraising materials are completed and a firm outreach is about to begin. |
| **Chinatown Green Street Demonstration Project.** Work continues on pursuing the sourcebook concept for the project. Manager Steinberg submitted an NEA grant application for 2016. Next week, Somerville, Millay, and Steinberg will meet via conference call with Esri and other potential partners for a Clinton Global Initiative commitment. |
| Information | Additional information on these items will be provided on the call. |
| **Governing Rules/Procedures:** | N/A |
| **Action Requested:** | N/A |
| **Staff Contact:** | Nancy Somerville |
Agenda Item #3: Finance and Investments Report

| Purpose: | To report on the Society's financial activities through July 31, 2015, and its cash and reserves as of August 12, 2015. |
| Operations: | Currently, ASLA is reporting a loss of $874,000, with revenues of $4.7 million and expenses of $5.6 million through the seven months ended July 31, 2015. The year-to-date loss is better than expected by $24,000, or just under three percent. The revenue falls short by $45,000 but is offset by an expense shortfall of $70,000. Please note that it is normal for ASLA to report an operational loss for up to three quarters of each year depending on the closing date of the annual meeting. Program directors are actively monitoring budgets and expect to meet 2015 targets. |
| Cash, Reserves, and Interest Rate Swap: | Cash (operating fund) | $222,280 |
| | Short-term reserve (operating fund) | $625,030 |
| | Long-term reserve: Cash | $25,511 |
| | Equities (stocks) | $2,331,731 |
| | Fixed income (bonds) | $1,351,719 |
| | Total | $3,708,961 |
| | Money market at bank | $2,964,975 |
| | Center for Landscape Architecture | $280,401 |
| ASLA has $4,640 in unrealized gains in the long-term reserve through August 12, 2015. |
| Governing Rules/Procedures: | The Board of Trustees is charged with adopting the annual program and budget of the Society, in addition to monitoring performance. |
| Action Requested: | n/a |
| Staff Contact: | Michael O’Brien |
### Agenda Item #: Student Chapter Petition

**Purpose**: To present for committee review and consideration a letter from ASLA Ohio endorsing establishment of a student chapter at Kent State University.

**History and Background**: The Ohio Chapter Executive Committee voted to endorse a petition for the establishment of a Student Chapter at Kent State University in Kent, Ohio. Kent State offers Master of Landscape Architecture degree; the program enrollment is five students. Interim Director, Charles Frederick, ASLA has advised the program will apply for LAAB accreditation candidacy in 2016.

**Governing Rules/Procedures**: ASLA Bylaws, Section 730-731:

**Student Chapters**

730. Student chapters may be chartered by the Executive Committee of the Society at educational institutions that:

730.1 grant a degree in landscape architecture at the baccalaureate or higher level from a program in landscape architecture that is accredited by an organization recognized by the Society;

730.2 or, grant a degree in landscape architecture at the baccalaureate or higher level from a program in landscape architecture that is recognized by a sponsoring ASLA chapter;

730.3 or, grant a certificate of completion from a program in landscape architecture that is recognized by a sponsoring ASLA chapter and accepted by the state licensing board as satisfying the educational requirements for admission to the state licensing examination.

Approval of chapter petitions for establishment of student chapters shall require an affirmative vote by a majority of the Executive Committee of the Society present and voting.

731. Student chapters shall undertake activities consistent with the purpose of the Society and shall be encouraged to participate in the programs and activities of the Society, its sponsoring ASLA chapter, and the other student chapters and student affiliate chapters in the region.

**Action Requested**: Approval of Ohio Chapter request for establishment of a Student chapter at Kent State University.

**Staff Contact**: Curt Millay and Susanna Butler
July 27, 2015

ASLA Executive Committee
K. Richard Zweifel, FASLA - President
American Society of Landscape Architects
636 Eye Street, NW
Washington, DC 20001-3736

Dear President Zweifel,

On behalf of the Ohio Chapter of the American Society of Landscape Architects, I would like to recommend approval of the Student Chapter ASLA request from the newly formed MLA program at Kent State University’s College of Architecture and Environmental Design.

Over the last several months, our chapter leadership has made a number of personal visits to their home facility located at the Cleveland Urban Design Collaborative at KSU in Cleveland, Ohio. We have also arranged for national ASLA leaders, including Immediate Past President Mark Focht, FASLA, to visit students and faculty there over the past year to lecture and critique student work. Over that time, we have witnessed the development of the program, the excitement and the determination of the students and faculty to be welcomed as a part of the professional community.

The Landscape Architecture department at Kent State University would like to formally request the creation of a Student Chapter of the American Society of Landscape Architects. They have presented this request, along with a copy of their Bylaws to our chapter leadership for consideration. These documents were reviewed and approved by a joint session of our Executive Committee on Wednesday, July 15, 2015. We now would like to move to the next step in the process and hereby formally request your consideration from the national ASLA Executive Committee.

Feel free to contact me at your convenience with any questions or comments about this proposal.

Thank you for your consideration.

Sincerely,

Carmine Russo, Jr., ASLA, LEED AP BD+C
NBBJ Urban Designer/Landscape Architect
President
Ohio Chapter ASLA
To the ASLA Professional Chapter,

The Landscape Architecture department at Kent State University would like to formally request the creation of a Student Chapter of the American Society of Landscape Architects.

The name of our program is the Masters of Landscape Architecture within the College of Architecture and Environmental Design at Kent State University.

The program has five students enrolled with all five students interested in starting the student chapter.

Thank you for your consideration,

Adrian Marti

Charles Frederick, RLA+LEED AP  
Interim Director and Assistant Professor  
Graduate Landscape Architecture Program/Kent State University  
College of Architecture and Environmental Design/Cleveland Urban Design Collaborative  
1309 Euclid Ave. Suite 200 Cleveland, Ohio 44115  
P 216.357.3419 F 216.357.3430
The Student Chapter of the American Society of Landscape Architects

Kent State University Chapter

Organization Constitution

ARTICLE I  NAME

The name of this organization shall be “The Kent State University Chapter of the American Society of Landscape Architects”

ARTICLE II  OBJECTIVE

The general objective of this organization shall be to unite interested Landscape Architecture students in an effort to combine interests and desires toward fulfilling educational and social needs as well as broadening the understanding of the profession and the Society.

ARTICLE III  SPECIFIC GOALS

Section 1  To enable participants of Landscape Architecture to have the opportunity to participate in organized activities outside the academic sphere, which would improve skills and knowledge, and complement the curriculum at Kent State University.

Section 2  To promote supportive activities reflecting student interests and visibility of the ASLA and of the profession by developing workshops, lectures, and contact with practicing professionals.

Section 3  To develop activities conducive to interaction with students and related design disciplines.

Section 4  To improve and encourage active communication between other Student Chapters and the State/Regional Chapter of ASLA in an effort to strengthen the common goals of each as well as to maintain visibility/awareness of the profession and of all National ASLA programs.

ARTICLE IV  MEMBERSHIP

Section 1  The Membership shall consist of Members, Associate Members, Affiliate members, and Honorary Members.

Section 2  Members shall be undergraduate or graduate students whose interests are to improve and promote the purpose of the profession, Student Chapter, and the Society, and are enrolled in the Landscape Architecture program at Kent State University. An active member shall be defined as one who has paid their term dues.

Section 3  Associate Members shall be any interested faculty member on staff in the Landscape Architecture department at Kent State University, or any member of the local ASLA Professional Chapter.

Section 4  Affiliate Members shall be any student interested in a related design discipline.
Section 5  Honorary Members shall be persons who contribute to the spirit, service, or advancement of the Student Chapter at Kent State University.

Section 6  A faculty member of Kent State University Landscape Architecture program shall be elected by the majority of the Student Chapter and act as "Faculty Advisor" to the Student Chapter.

Section 7  There shall be a coordinator of the Student Chapter who shall be a Member, Fellow, or Associate of the ASLA and also a member of the local Professional Chapter. The Coordinator and the Student Chapter President shall act as liaison among the Student Chapter, the local Chapter, and the Headquarters of the Society. The Coordinator shall be designated by the Executive Committee of the local ASLA Chapter of the local ASLA Chapter upon approval of the Student Chapter. The Coordinator shall attend a minimum of one Student Chapter meeting every two months.

Section 8  The period of Membership shall be per academic year.

ARTICLE V  NONDISCRIMINATION

This organization shall not discriminate based on age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

ARTICLE VI  PRIVILEGED

Section 1  Members of the Student Chapter shall have the right to attend meetings, vote, hold office, and serve on special committees. Members will be Student Affiliates in the American Society of Landscape Architects upon listing of members' names with the National Headquarters in Washington D.C. by October 1st of each year. Student Affiliates may participate in the activities of and attend meetings of the ASLA and the local ASLA Professional Chapter but shall not have the right to vote at these meetings.

Section 2  Associate, Affiliate, and Honorary members shall be granted all social and academic privileges of the Student Chapter, but shall not have the right to vote.

ARTICLE VII  OFFICERS

Section 1  The officers of the Student Chapter shall be President, a Vice President, a Secretary, and a Treasurer. No individual may serve in more than one elected office at the same time.

Section 2  Duties of Student Chapter Officers:

President: The President shall preside over all general and Executive or direct the nominations of committee chairpersons: shall allocate duties and responsibilities to other elected officers beyond their stated duties: shall coordinate all Student Chapter communication outside the Student Chapter; shall be responsible for executing all business as directed by a majority vote of members; shall represent the Student Chapter as an ex officio member to the sponsoring ASLA Chapter Executive Committee.

Vice President: The Vice President shall assume all the duties of the President in his/her absence; shall preside over committee chairpersons and report their progress to the President and the Student Chapters shall be responsible for the advertisement of all meetings.
Treasurer: The Treasurer shall supervise collection of all fees, dues, accounts, and records of all transactions and monies received and paid out of the Student Chapter funds; shall supervise the auditing of the accounts, which shall be open at all times to inspection by the President and Executive Committees: shall be responsible for depositing and withdrawing of funds with prior consent of the President; shall give financial reports to the Executive Committee and the University, and, as required at Student Chapter meetings.

Secretary: The Secretary shall be responsible for recording and maintaining minutes at each general, committee, and Executive Committee meetings; shall maintain an accurate file of Student Chapter correspondence, constitution, and other items of importance; shall record all voting results; shall be responsible for Student Chapter typing and printing needs; shall submit an annual report of Student Chapter activities to the ASLA Student Services Committee: shall be responsible for reporting election results of Student Chapter Officers to ASLA Administrative Headquarters.

Section 3 Terms of Office: All officers shall hold office for a term of one calendar year from the day of election

Section 4 Officer Qualifications: Each elected member shall be recognized by Kent State University’s department of Landscape Architecture as a full-time student and member of his/her represented class year: shall have and maintain an overall grade point average of 2.0 on a 4.0 scale (or equivalent); shall have been an active member of the ASLA Student Chapter for a minimum of one term (quarter).

ARTICLE VIII EXECUTIVE COMMITTEE

Section 1 An Executive Committee shall consist of the elected officers and two representatives from each class and shall be the governing body of the Student Chapter. The President shall be the chair of this committee.

Section 2 The Executive Committee shall, during the interim between the meetings of the Student Chapter, have the power and authority to administer and perform all acts and functions consistent with the Constitution and bylaws or with any actions taken by membership.

Section 3 Each class representative shall be known as: Executive Committee Member (class) Representative, e.g., Executive Committee Member First Year, and shall be responsible for the promotion and participation of all members of his/her class and serve in an advisory capacity on the Executive Committee for the selection of other committee chairpersons and establishment of policies of the Executive Committee.

Section 4 The Executive Committee shall prescribe the amount of dues as may be necessary for the operation of the Student Chapter before the first meeting of the fall quarter.

Section 5 The Executive Committee may disapprove of appointments by the President and will be responsible for the correction of any inequitable actions by any officer. The Executive Committee may bring impeachment procedures in order to rectify such actions. A majority of the Executive Committee shall constitute a quorum.

Section 6 A vacancy occurring in any office between elections shall be filled by a majority vote of the Executive Committee for the unexpired balance of the terms of such office.
Section 7 The Executive Committee Chair shall preside over meetings and allocate duties and responsibilities to carry out Executive Committee activities.

ARTICLE IX DUES AND ASSESSMENTS

Section 1 The Student Chapter shall assess dues from all Members. The dues fee shall be established on an annual basis, prior to the first term meeting, by the Executive Committee and shall be collected and maintained by the Chapter Treasurer. All dues and funds collected shall be for the exclusive use of the Student Chapter towards accomplishing the purpose of the members as indicated by the majority vote. No portion of funds shall be used to the benefit of any person whomsoever.

Section 2 If disbandment should occur, all remaining monies after payment of outstanding debts shall be donated to a nonprofit organization chosen by the Executive Committee.

ARTICLE X COMMITTEES

Section 1 The President or Executive Committee shall establish and dissolve such committees as may be proper and necessary for the administration of the Student Chapter.

Section 2 Appointed chairs of committees shall be responsible for the planning and organization of all activities of his/her committee with the approval of the Executive Committee and may appoint, at his/her discretion, any other subcommittees.

Section 3 All standing committee chairpersons shall report on the activities of their respective committees at such time as the President may designate at the general meeting.

ARTICLE XI ELECTION PROCEDURES

Section 1 Date of Election

All officers shall be elected annually during the 6th week of spring semester. The officers-elect will be installed and begin their term of office immediately following the election. A roster of these new officers and their positions shall be reported May 20th to ASLA National Headquarters.

Section 2 Nominations

Nomination of officers shall be two weeks prior to the set election date and shall be taken from the floor during a general meeting. Each Executive Committee Member (class) Representative shall be nominated and elected only by members of their respective class.

Section 3 Method

The election shall be by ballot of all Landscape Architecture students attending Kent State University, either part time of full time, who are present on the day of election for each office. Officers will be elected by a majority of votes taken. All students have one vote.

Section 4 Landscape Architecture students not present on the day of election may pre-arrange an absentee ballot vote with the SCASLA Secretary or may pre-arrange a vote by e-mail. Students absent on the day of SCASLA election may vote only once.
Section 5  In the event of a tie for any officer or representative position, the acting Officers and Student Chapter adviser (President, Vice President, Treasurer, Secretary, and Chapter Adviser) shall vote to break the tie. The person receiving the majority of votes shall receive the position.

Section 6  Executive Committee members shall administer ballots and oversee the voting process on the determined day of election and shall count ballots to determine the officers and representatives elect. These chosen executive Committee members shall be responsible to ensure that voting procedures are carried out fairly and honestly. The Student Chapter adviser shall double check ballot counts.

ARTICLE XII  MEETINGS AND PROCEDURES

Section 1  Official meetings and the Student Chapter shall be held weekly or monthly as deemed necessary by the Student Chapter officers and members.

Section 2  Special meetings shall be called at the discretion of the officers of Executive Committee, and announced at least two days prior to the meeting.

Section 3  A quorum shall be defined at two-thirds of all members.

Section 4  Parliamentary law as defined by Robert's Rules of Order shall govern procedure of all meetings for instances not covered in this constitution.

ARTICLE XIII  AMENDMENTS

Section 1  Proposed amendments to this constitution shall be submitted in writing to the Executive Meeting for review.

Section 2  The constitution may be amended after a reading of the proposed amendment(s) at two Student Chapter Meetings is made and a two-thirds vote of a quorum approved the amendment during the second meeting.

ARTICLE XIV  RATIFICATION

Section 1  Ratification of this constitution shall consist of being heard at a general meeting of the Kent State University Chapter of the American Society of Landscape Architects and by receiving approval of two-thirds vote of a quorum.

Section 2  The Student Chapter will be required to annually ratify the constitution by a two-thirds vote of a quorum.