

**POTOMAC CHAPTER**  
**AMERICAN SOCIETY OF LANDSCAPE ARCHITECTS**  
**REVISED CONSTITUTION - JULY 2004**

**ARTICLE 1      NAME**

Section 101      The name of this organization shall be Potomac Chapter of the American Society of Landscape Architects, Inc., hereinafter referred to as the Chapter. The American Society of Landscape Architects shall be referred to as the Society. Terms that are common to both the Chapter and the Society, e.g., president or executive committee, shall refer to the Chapter unless otherwise specified.

**ARTICLE 2      PURPOSE**

Section 201      The purpose of the Chapter shall be the advancement of knowledge, education and skill in the art and science of Landscape Architecture as an instrument of service in the public welfare. To this end, the Chapter shall promote the profession of landscape architecture and advance the practice through advocacy, education, communication, and fellowship.

**ARTICLE 3      TERRITORY**

Section 301      The territory of the Chapter as determined by the Board of Trustees of the Society shall be the District of Columbia.

Section 302      The Chapter shall maintain minimum membership strength of twenty-five (25) Full Members and Associate Members of the Society, of whom at least fifteen (15) shall be Full Members, located within the territory of Chapter.

Section 303      Changes in the established territorial limits of the Chapter or boundary between chapters shall be proposed in accordance with the Bylaws of the Society and shall require an affirmative vote of two-thirds (2/3) of the entire voting membership of the National Board of Trustees for approval.

**ARTICLE 4      MEMBERSHIP**

Section 401      Membership in the Chapter shall be consistent with those categories of membership authorized by the Society.

Section 402      Professional membership in the Chapter shall consist of Full Members and Associate Members. Full and Associate Members shall satisfy requirements of membership in accordance with the Bylaws of the Society and shall be assigned to the Chapter based on primary mailing address or in accordance with individual preference and circumstance.

Section 403      Affiliate Members shall be involved with, or interested in activities associated with the professional practice of landscape architecture. Affiliate Members shall satisfy requirements for membership in accordance with the Bylaws of the Society and shall be assigned to the Chapter based on primary mailing address or in accordance with individual preference and circumstance.

Section 404      Other forms of affiliation with the Chapter shall satisfy requirements for affiliation in accordance with the Bylaws of the Chapter. Persons qualifying for professional membership in the Society shall not be eligible for other forms of affiliation with the Chapter.

Section 405      The Chapter may elect Honorary Members from within its territory and the greater Washington, DC, metropolitan area. Chapter Honorary Members shall be individuals other than landscape architects elected to honorary membership by the Executive Committee in accordance with the Bylaws of the Chapter.

## **ARTICLE 5 VOTING AND LEADERSHIP PRIVILEGES**

- Section 501 Full Members shall have the right to vote in Chapter elections, on amendments to the Constitution, and on all other matters requiring a vote by the membership. Full Members may hold any office in the Chapter and serve on committees.
- Section 502 Associate Members shall have the right to vote in Chapter elections and on other matters requiring a vote by the membership, but shall have no vote on amendments to the Constitution. Associate Members shall not hold office as trustee, president, president-elect, or vice president of the Chapter, but may serve as secretary or treasurer or secretary-treasurer, as at-large members of the Executive Committee, as section chairs, and on committees.
- Section 503 Affiliate Members and Chapter Honorary Members shall have no vote and shall hold no office in the Chapter, but may serve on committees and participate in Chapter meetings.
- Section 504 Other privileges shall accrue to Chapter members in accordance with the Bylaws of the Chapter.

## **ARTICLE 6 SECTIONS**

- Section 601 The Chapter may petition the Executive Committee of the Society for establishment of sections in cities or other specific areas within its territory. Full Members, Associate Members, and Affiliate Members shall be assigned to sections based on primary mailing address or in accordance with individual preference and circumstance.
- Section 602 Each section shall have a chair. Section chairs shall be Full or Associate Members elected by the Full and Associate Members of the section for terms in accordance with the Bylaws of the Chapter. Section chairs shall serve as voting members of the Executive Committee of the Chapter.

## **ARTICLE 7 STUDENT CHAPTERS**

- Section 701 The Chapter shall petition the Society for sponsorship of student chapters in partnership with educational institutions within its territory and the greater Washington, DC, metropolitan area that satisfy requirements for sponsorship in accordance with the Bylaws. Student chapter charters shall be effective on approval of Chapter petitions by the Executive Committee of the Society.
- Section 702 Student chapter presidents shall be ex officio, nonvoting members of the Executive Committee of the Chapter.

## **ARTICLE 8 EXECUTIVE COMMITTEE & OFFICERS**

- Section 801 The Chapter shall be administered by an Executive Committee, comprised of the officers; the section chairs, if applicable; and such additional at-large members -- of whom at least one shall be an Associate Member -- as the Chapter may determine necessary and appropriate. The Executive Committee shall also include student chapter presidents and such other nonvoting members as the Executive Committee may determine necessary and appropriate.
- Section 802 The officers shall be the trustee, the president, the immediate past president, and the secretary-treasurer or the Secretary, and the Treasurer. The officers may also include a president-elect and/or one or more elected vice presidents. The trustee, president, president-elect, and vice president(s) shall be Full Members.
- Section 803 The Trustee shall be elected for a term of **(3)** three years and shall represent the Chapter on the Society's Board of Trustees. The Trustee shall not serve more than two (2) consecutive terms. Other officers shall be elected for terms in accordance with the Bylaws of the Chapter.
- Section 804 The at-large members of the Executive Committee shall be Full or Associate Members elected by the Full and Associate Members of the Chapter for terms in accordance with the Bylaws of the Chapter.

- Section 805 The Society shall be notified promptly when vacancies occur in Chapter offices and when such vacancies are filled. Vacancies occurring during term in the office of Chapter trustee shall be filled in the next Chapter election. In the interim period, the president of the Chapter may appoint a trustee provided the length of that appointment is no more than one year. Vacancies occurring during term in Chapter offices other than that of trustee shall be filled in accordance with the Bylaws of the Chapter. Vacancies occurring subsequent to an election, but prior to the assumption of office shall be filled by special election.
- Section 806 The Executive Committee shall adopt rules for its proceedings, and shall meet at times and places established by the president.
- Section 807 A majority of the Executive Committee and a quorum for the transaction of all business shall be more than one-half (1/2) of the entire voting membership of the Executive Committee, except where otherwise specified in the Constitution or Bylaws. The voting membership of the Executive Committee shall be the officers; the section chairs, if applicable; and the at-large members, if applicable.
- Section 808 Incoming officers and other members of the Chapter Executive Committee shall assume office at the conclusion of the annual meeting of the Society or upon taking the oath of office when filling a vacancy and shall hold office until their successors are installed.

## **ARTICLE 9 FUNDS**

- Section 901 The Chapter shall collect and disburse such funds as are necessary for its operations and accomplishing its purpose and may receive and administer gifts and bequests.
- Section 902 The Executive Committee shall levy the Full, Associate, and Affiliate Member dues required for operating the Chapter and may levy special assessments for specific purposes. Any proposal by the Executive Committee to change the amount of dues or levy a special assessment shall be submitted to the Chapter membership in writing for a review and comment period of not less than forty-five (45) days. At the close of the review and comment period, the Executive Committee shall vote on the proposal. An affirmative vote by three-fourths (3/4) of the entire voting membership of the Executive Committee shall be required for adoption.
- Section 903 No funds, property, or other assets of the Chapter shall inure to the benefit of any person.
- Section 904 All funds, property, and other assets of the Chapter shall become the funds, property, and assets of the American Society of Landscape Architects, Inc., in the event of disbandment of the Chapter.

## **ARTICLE 10 BYLAWS**

- Section 1001 The Executive Committee shall establish the Bylaws necessary for administering the Chapter in accordance with the Constitution of the Chapter and the Constitution and Bylaws of the Society.
- Section 1002 Proposed Bylaws or Bylaws amendments shall require an affirmative vote by two-thirds (2/3) of the entire voting membership of the Executive Committee and shall become effective on adoption or on the date specified by the Executive Committee.

## **ARTICLE 11 COMMITTEES**

- Section 1101 The Executive Committee shall establish and dissolve the standing committees and other committees necessary for accomplishing the purpose of the Chapter as established by the Constitution and in accordance with the Bylaws.

- Section 1102 In consultation with the Executive Committee, the president shall appoint the chairs and members of standing committees and other committees for specified terms unless otherwise established by the Executive Committee in the Bylaws.
- Section 1103 In consultation with the Executive Committee, the president may create special study groups and task forces as necessary and appropriate and appoint the chairs and the members thereof to serve concurrently with the president making the appointment.

## **ARTICLE 12 MEETINGS**

Section 1201 The Chapter shall meet annually at times and places determined by the Executive Committee.

Section 1202 Special meetings of the Chapter may be called by the president with the approval of the Executive Committee.

Section 1203 Special meetings of the Chapter shall be called by the president on a signed petition by twenty (20) percent of the Full and Associate Members of the Chapter.

Section 1204 A quorum at annual or special meetings of the Chapter shall be twenty (20) percent of the Full and Associate Members of the Chapter; but no vote at any meeting of the Chapter shall have any force, beyond expressing the collective judgment of those present, until it is approved by the Executive Committee and, if required by the Constitution, the Full Members of the Chapter.

## **ARTICLE 13 AMENDMENTS**

Section 1301 Proposed amendments to the Constitution shall be approved by an affirmative vote by two-thirds (2/3) of the entire voting membership of the Executive Committee before being submitted on a ballot to the Full Members of the Chapter. An affirmative vote by two-thirds (2/3) of the Full Members returning a ballot shall be required for adoption.

Section 1302 The Constitution and Bylaws of the Chapter shall be consistent with the Constitution and Bylaws of the Society. When the Constitution and Bylaws of the Society are amended, the Constitution and Bylaws of the Chapter shall also be amended as necessary and appropriate to conform with the change.

End

Approved by Potomac Chapter membership ballot, July 2004