# Bylaws of the Click here to enter text. University Subunit of the Click here to enter text. Chapter of the American Fisheries Society

## Article I. Name and Objectives

1. The name of this organization shall be the Click here to enter text. Subunit of the Click here to enter text. Chapter of the American Fisheries Society, hereinafter referred to as the Subunit, Chapter, and Society, respectively.
2. The objectives of the Subunit shall be those of the Society as set forth in Article I of the Constitution. In addition the Subunit also has the following objective:

*[EXAMPLE: Encourage the exchange of regional fisheries information among students and Subunit members as well as encourage student involvement in the Chapter, Division, and Society.]*

1. All activities of this Subunit shall conform to the Society’s Constitution, Rules, and Procedures.

## Article II. Membership

1. The membership of the Subunit shall be composed of Click here to enter text. University students, faculty, and alumni who are active members of the Chapter.
2. Only active members of the Society may vote, hold office, or chair a committee.

## Article III. Officers

1. The officers of the Subunit shall consist of a President, Vice President, and Secretary – Treasurer.
2. All officers must be members in good standing of the Society.
3. Officers shall be nominated by a nominating committee appointed by the President. Officers shall be elected by a majority of ballots casts and election methods shall be determined by the Executive Committee.
4. Terms of newly-elected officers shall change at the meeting closest in time to the Society’s annual meeting. [or specify a different time if it better fits your subunit’s needs]
5. The Subunit Officers shall serve for a period of one year in each office, and shall be ineligible for re-election for a period of one year after the expiration of their term.
6. In the event of a vacated position, the Executive Committee shall appoint a qualified replacement to fill the unexpired term.
7. No elected officer or appointed committee member of the Subunit shall receive any salary of other compensation. Expenses associated with Subunit-related activities may be defrayed from funds available to the Subunit when authorized by the Executive Committee.

## Article IV. Duties of Officers

1. The President shall:
2. Preside at all meetings;
3. Serve as Chair of the Executive Committee;
4. Appoint all committees;
5. Coordinate the activities of the Subunit’s standing and special committees, and serve as liaison between such committees and the Executive Committee;
6. Represent the Subunit to the Click here to enter text. Chapter;
7. Conduct official correspondence for the Subunit and present reports of Subunit activities at the annual meeting; and
8. Make such appointments and perform other duties and functions as are authorized and necessary.
9. The Vice President shall:
10. Serve on the Executive Committee;
11. Serve as the chair of the Nominating Committee;
12. Serve as the chair of the Program Committee; and
13. Shall assume the duties of the President in the event of his/her absence or inability to act.
14. The Secretary – Treasurer shall:
15. Keep the official records of the Subunit, collect and be custodian of any fees or assessments authorized by these bylaws or funds allotted to the Subunit by the Society;
16. Disburse funds only as authorized by either the membership of Executive Committee.
17. Submit, at the annual Subunit meeting, the year-end report for the previous fiscal year and a comparison of approved versus actual income and expenditures for the current fiscal year;
18. Submit minutes of the annual Subunit meeting to the President of the Click here to enter text. Chapter within 30 days after the annual Subunit meeting;
19. Serve on the Executive Committee; and
20. Conduct the election.

## Article V. Executive Committee

1. The Executive Committee of the Subunit shall consist of elected officers and other members as appointed by the President.
2. The Executive Committee is authorized to act on behalf of the Subunit between meetings.
3. A majority of voting Executive Committee members constitutes a quorum. A quorum is required for transactions of official business at an Executive Committee meeting. Executive Committee members can appoint proxies.
4. Each member of the Executive Committee shall have one vote on Executive Committee decisions. In the event of a tie, the President may cast the deciding vote.
5. Executive Committee meetings are called by the President and are typically held three times a year.

## Article VI. Meetings and Voting

1. The Subunit shall hold at least one meeting annually at a time and place designated by the Executive Committee. Special meetings may be called by the President with approval of the Executive Committee.
2. A quorum is required for transactions of official business and shall be a majority of the Subunit membership [or whatever minimum number of members can normally be expected to attend a meeting in which business will be conducted].
3. Business and voting may be conducted via mail or electronic media if approved by the Executive Committee.
4. Unless otherwise specified in these Bylaws or the Constitution of the Society, meetings are conducted according to the latest edition of Robert’s Rules of Order.
5. Decisions at meetings are by simple majority of Active Members voting, except 2/3 majorities are required in special cases such as amending the Bylaws and suspending a Rule. Other less frequently used voting requirements are described in Robert’s Rules of Order.

## Article VII. Subunit Committees

1. Committees and Chairs of committees, except as listed in Articles IV and V of these Bylaws, shall be appointed and charged by the President. Except for Standing Committees, these Subunit committees shall cease to function upon the discharge of the duties for which they were appointed or with the end of the term of the appointing officer.
2. Standing Committees help the President and the Executive Committee conduct the Subunit’s affairs, and the chairs should report their committees’ activities, findings, and recommendations at Subunit meetings and interim meetings of the Executive Committee.
3. The Subunit has established the following Standing Committees:

[List your committees and broadly describe their functions.]

## Article VIII. Dues and Fees

1. The Executive Committee shall establish annual dues subject to approval of the members voting at the April meeting.
2. The Executive Committee may assess registration fees for meetings.

## Article IX. Bylaws

1. The Bylaws are the defining document for the Subunit and take precedence over all other rules and procedures of the Subunit. The Bylaws cannot be suspended and cannot be changed without prior notice to members.
2. The Bylaws may be amended by a 2/3 majority of Active Members choosing to vote, provided that the proposed amendment(s) are circulated in writing to the membership at least 30 days prior to voting.
3. In accordance with the Society Constitution, a proposed amendment shall be reviewed by the Society’s Constitutional Consultant for conformity with the Constitution, Rules, and Procedures of the Society prior to Subunit vote. The Constitutional Consultant presents the adopted amendment to the Society’s Management Committee for approval.
4. Amendments take effect when the Subunit receives written notice of their approval by the Society’s Management Committee from the Society’s Executive Director.