

# **Bylaws of the Science Communication Section of the American Fisheries Society**

## **Article I. Name and Objectives**

The name of this organization shall be the Science Communication Section of the American Fisheries Society, hereinafter referred to as the SCS.

The objectives of the Section shall be those of the Society as set forth in Article I of the Constitution. In addition, the SCS also has the following objective:

*Advance the Society's promotion of scientific research and sustainable management of fisheries resources by expanding the science communication knowledge and skills of AFS members.*

All activities of the SCS shall conform to the Society's Constitution, Rules, and Procedures.

## **Article II. Membership**

1. Membership in the Section shall be open to all individual or institutional members of the Society in good standing who pay the annual Section dues. Only active members of the Society may vote, hold office, or chair a committee.

## **Article III. Officers**

1. The officers of the Section shall be the President, Vice President, Immediate Past-President, Secretary, and Treasurer. The Secretary and Treasurer positions may be filled either separately or as a combined single position.
2. All officers shall serve for a term of one year. The offices of Secretary and Treasurer can be renewed without an election. The President can hold a consecutive term if: 1) the current President is nominated by the nominating committee and re-elected by the membership; and 2) if the Vice President agrees to defer his or her term for one year.
3. Officers shall be nominated by a nominating committee, chaired by the Past-President. Officers shall be elected by a majority of ballots cast by the SCS membership. Election methods shall be determined by the Executive Committee.
4. Terms of newly-elected officers will begin at the AFS annual meeting.
5. In the event of a vacated position, the Executive Committee shall appoint a qualified replacement to fill the unexpired term.
6. No elected officer or appointed committee member of the SCS shall receive any salary or other compensation. Expenses associated with Section-related activities may be defrayed from funds available to the Section when authorized by the Executive Committee.

## **Article IV. Duties of Officers**

1. The President shall:
  - a. Chair the Executive Committee of the Section;
  - b. Preside at the business meetings of the Section;
  - c. Appoint all Committee members, and may serve as an *ex-officio* committee member;
  - d. Represent the Section as a member of the Society's Governing Board;

- e. Oversee the Section's fiduciary responsibility by communicating with the Treasurer to ensure that the Section's funds are managed appropriately and that required IRS reporting is completed annually;
  - f. Ensure that the Section website is updated;
  - g. Ensure that at least one SCS newsletters per year is sent to members; and
  - h. Perform other duties as may be requested by the Executive Committee.
2. The Vice President shall:
- a. Perform the duties of President in the absence of the President;
  - b. Assume the office of the President in the event that the office is vacated;
  - c. Accede to the Presidency upon completion of the term of Vice President;
  - d. Prepare an annual work plan before taking office as President; and
  - e. Perform other duties as may be requested by the Executive Committee.
3. The Secretary shall:
- a. Keep the official records of the Section;
  - b. Maintain a current list of the Section membership;
  - c. Assist the President in preparing the annual report to the Society; and
  - d. Perform other duties as may be requested by the Executive Committee.
4. The Treasurer shall:
- a. Collect and be custodian of Section funds;
  - b. Disperse funds as authorized by the Executive Committee;
  - c. Submit an SCS annual financial report as required by the AFS Governing Board Reporting process prior to the AFS annual meeting.
  - d. Complete required IRS reporting on an annual basis; and
  - e. Perform other duties as may be requested by the Executive Committee.
5. The Immediate Past-President shall:
- a. Assist the other officers as needed;
  - b. Chair the Nominating and Ballot Tally Committee;
  - c. Perform other duties as may be requested by the Executive Committee.
6. The Committee Chairs shall:

- a. Report their Committee's activities, findings, and recommendations as required in Article VII (3);
- b. Assist the other officers as needed;
- c. Perform other duties as may be requested by the Executive Committee.

#### **Article V. Executive Committee**

1. The Executive Committee shall consist of the elected officers of the Section and the chair of the Website and Social Media Committee.
2. The Executive Committee shall have the authority to determine policies and conduct business consistent with the objectives of the Section.
3. Meetings of the Executive Committee may be held at the call of the President when at least a quorum, as defined in Article V (5), can meet and conduct business.
4. Business and voting by the Executive Committee may be conducted by mail or electronic media.
5. A quorum is required for transaction of official business at an Executive Committee meeting. A quorum for an Executive Committee meeting shall consist of at least three members.
6. Each member of the Executive Committee shall have one vote on Executive Committee decisions. In the event of a tie, the President's may cast the deciding vote.
7. The Executive Committee shall establish annual dues subject to approval by SCS members attending the annual business meeting.

#### **Article VI. Meetings and Voting**

1. Decisions at Section business meetings and on behalf of the Society shall be in accordance with the Society's Constitution, Rules, and Procedures, and the SCS Bylaws.
2. A quorum at business meetings shall be 10 members of the Section.
3. The latest edition of Robert's Rules of Order shall govern all applicable cases not covered by these Bylaws.
4. Balloting shall be completed at least two months before the annual meeting of the Section by either mail or electronic media.
5. Officers shall be elected by a simple majority of the returned ballots. Proper care will be taken to ensure confidentiality and anonymity of both mail and electronic ballots. In the case of a tie vote, the election will be decided by a simple majority vote of the Executive Committee.
6. In the event of a vacated position, the Executive Committee shall appoint a qualified replacement for the remainder of the term.

#### **Article VII. SCS Committees**

1. Committees and Chairs of committees, except as listed in Articles III and V of these Bylaws, shall be appointed and charged by the President.
2. Special Committees serve to accomplish a specific purpose and 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.

3. Standing Committees help the President and the Executive Committee conduct the Section's affairs, and the Chairs shall report their committee's activities, findings, and recommendations at Section meetings and interim meetings of the Executive Committee.
4. The following Standing Committees composed of Section members in good standing shall be appointed by the President together with their chairpersons, who are expected to change periodically:
  - a. Nominating Committee. The Nominating Committee shall name at least one candidate for each Section office of Vice President, Secretary, and Treasurer, and organize the election. The Immediate Past-President shall serve as Chair and two other members shall be appointed by the President. Committee members shall count the electronic and mail ballots for all elections and announce the results to the President within 30 days following the closing date of the election. All mail ballots or copies of electronic ballots shall be turned over to the President and retained for 90 days after the annual meeting.
  - b. Website and Social Media Committee. The Website and Social Media Committee shall be responsible for and maintaining the Section's Website and Social Media accounts (e.g., Twitter, Facebook). The Committee shall consist of the Website Webmaster, Twitter and Facebook manager, and other Section members as necessary and appointed by the President. The Chair of the Website and Social Media Committee will serve as a member of the SCS Executive Committee.
  - c. Events Committee. The Events Committee shall be responsible for SCS events including (but not limited to) organizing webinars, workshops, and/or symposia. The Committee shall maintain a record of events hosted by Working Groups and assist Working Groups as needed with their events.

#### **Article VIII. SCS Working Groups**

1. Working Groups will be organized by topic and appointed by the SCS Executive Committee. Each working group will have a Chair/Co-Chair(s) as assigned by the SCS President.
2. Participation within a Working Group will be open to any SCS member. SCS members can join more than one Working Group.
3. The purpose of each Working Group will be to provide a forum to share information and resources about the Working Group topic. Working Group activities could include (but not be limited to): providing training information and opportunities; sharing job or contract positions; networking with other science education groups and organizations; organizing webinars, workshops and/or symposia; and hosting online forums.

#### **Article IX. Amendment of Bylaws and Procedures**

1. The bylaws are the defining document for the Section and take precedence over all other rules and procedures of the Section.
  - a. The Section bylaws may be amended by a vote of 2/3 of the Section members voting on the amendment, provided that the proposed amendment(s) are circulated to the membership at least 30 days prior to voting.
  - b. In accordance with the Society's Constitution, an amendment shall be reviewed by the Society's Constitutional Consultant prior to the Section's vote for conformity with the Constitution, Rules and Procedures of the Society.

- c. The Constitutional Consultant presents the adopted amendment to the Society Management Committee for approval.
- d. Amendments take effect when the Section receives written notice of their approval by the Management Committee from the Society Executive Director.
- e. Procedures of committees and working groups are established to provide continuity in the conduct of Section business. Procedures may be suspended or amended by a simple majority vote of the Executive Committee.