

Bylaws of the Rutgers University Subunit of the Mid-Atlantic Chapter of the American Fisheries Society

Article I. Name and Objectives

1. The name of this organization shall be the Rutgers University Subunit of the Mid-Atlantic 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 Chapter, as stated in the bylaws, and Society, as set forth in Article I of the Constitution. In addition, the Subunit also has the following objective:

Encourage the exchange of regional fisheries information among Subunit members, as well as encourage student involvement in the Subunit, Chapter, Division, and Society.

3. 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 Rutgers University students having an interest in fisheries.
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, Secretary, and Treasurer.
2. All officers must be members in good standing of the Society.
3. Officers may be nominated by Subunit members or self-nominate.
4. Officers shall be elected by a majority of ballots casts and election methods shall be determined by the Executive Committee.
5. Terms of newly-elected officers shall commence immediately following the election, and end immediately following the next election, which will be roughly one year apart.
6. The Subunit Officers may be re-elected no more than once, so that the longest a person can serve in a position is two terms.
7. In the event of a vacated position, the Executive Committee has the authority to appoint a qualified replacement or hold an election to fill the unexpired term.
8. 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.

9. In the event of a cancelled meeting at which elections were to take place, the officers and the members of any committees shall continue to serve until the next scheduled meeting at which elections will take place.

Article IV. Duties of Officers

1. The President shall:
 - a. Preside at all meetings.
 - b. Serve as Chair of the Executive Committee.
 - c. Appoint all committees.
 - d. Coordinate the activities of the Subunit's standing and special committees, and serve as liaison between such committees and the Executive Committee.
 - e. Represent the Subunit to the Mid-Atlantic Chapter.
 - f. Conduct official correspondence for the Subunit and present reports of Subunit activities at the Chapter's Annual Meeting.
 - g. Make such appointments and perform other duties and functions as are authorized and necessary.
2. The Vice President shall:
 - a. Serve on the Executive Committee.
 - b. Shall assume the duties of the President in the event of his/her absence or inability to act.
 - c. Assist the President with planning and implementing Subunit activities.
3. The Secretary shall:
 - a. Serve on the Executive Committee.
 - b. Keep the official records of the Subunit.
 - c. Record meeting minutes at subunit meetings and distribute them to the Subunit within 7 days after the meeting.
 - d. Conduct subunit elections.
4. The Treasurer shall:
 - a. Serve on the Executive Committee.
 - b. Collect and be custodian of any fees or assessments authorized by these bylaws or funds allotted to the Subunit by the Society, Division, or Chapter.
 - c. Submit the Chapter provided application for funding to the designated individual on the Chapter's Executive Committee.
 - d. Disburse funds only as authorized by the President.
 - e. Submit a year-end report for the previous fiscal year and a comparison of approved versus actual income and expenditures for the current fiscal year.

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.

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. Additional 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 eligible voting Subunit membership.
3. Business and voting may be conducted via electronic media.
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 eligible voting members, 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.

Article VIII. Dues and Fees

1. No dues will be collected for Subunit membership.
2. The Executive Committee may assess registration fees for meetings and special events.

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.
 - a. The Bylaws may be amended by a 2/3 majority of eligible voting members, provided that the proposed amendment(s) are circulated in writing to the membership at least 30 days prior to voting.
 - b. 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.
 - c. Amendments take effect when the Subunit receives written notice of their approval by the Society's Management Committee from the Society's Executive Director.