



BYLAWS OF THE ASSOCIATION OF SOUTHEASTERN BIOLOGISTS

ARTICLE I - MEMBERSHIP AND DUES

- SECTION 1. Annual dues shall be set by the membership on recommendation by the Executive Committee for the following categories of regular membership: Individual, Student, Sustaining, Contributing, Family, Life, Emeritus, Patron, and Library.
- SECTION 2. Any member who has been a regular member of the Association for 10 or more consecutive years and who has retired from professional duties may be elected to Emeritus membership by the Executive Committee. An Emeritus member shall have the same rights and privileges as a Regular Member.
- SECTION 3. Any individual or organization that contributes funds each year, in an amount set by the Executive Committee and approved by the membership, to sponsor an ASB award or otherwise support the Association shall be known as a Patron Member of the Association.
- SECTION 4. Any organization with a focus on the biological sciences may become an affiliate of the Association of Southeastern Biologists upon recommendation of the Executive Committee and approval of the membership attending the annual meeting. Affiliation does not confer individual membership in the Association on the members of the affiliated organization.
- SECTION 5. Annual renewal of membership shall require the payment of dues by the first of January. Any member with dues in arrears on the first of July shall be dropped from the membership roster. Members must pay past dues to maintain continuous membership.

ARTICLE II - ELECTION OF OFFICERS

- SECTION 1. The Nominating Committee shall prepare annually a multiple slate of nominees for each office to be filled. Members may recommend to the Nominating Committee persons for any office.
- SECTION 2. The slate of nominees shall be presented to the membership prior to the Annual Meeting, and the election shall be held during the business session of the Annual Meeting. Nominations will be received from the floor.
- SECTION 3. The Secretary shall prepare ballots which shall be distributed and collected by three tellers appointed by the President. A majority vote will constitute election to office. Where more than one person is to be elected to a position (e.g.,

Members-at-Large of the Executive Committee), the two or more receiving the highest number of votes shall be declared elected.

SECTION 4. During the Annual Meeting, those elected shall be presented to the membership. All ballots shall be deposited with the Secretary who shall retain them for 1 year.

SECTION 5. A President-Elect shall be elected annually and shall become President at the close of the next Annual Meeting.

SECTION 6. A Vice President shall be elected annually. Neither the President nor the Vice President shall be eligible for reelection for the year following her/his term of office.

SECTION 7. A Secretary and a Treasurer shall each be elected for a 3-year term and shall be eligible for reelection.

ARTICLE III - DUTIES OF OFFICERS

SECTION 1. The President shall be the executive officer of the Association, shall perform the duties usual to the office, and shall appoint, with the advice of the Executive Committee, regular committees, special committees authorized by the Executive Committee, and where appropriate, Association Representatives to other organizations. The President shall notify Emeritus members of their election. The President shall approve and sign the external audit at the annual meeting.

SECTION 2. The President-Elect shall organize the program for the plenary session of the Annual Meeting and shall be responsible for promoting membership in the Association. In the event that the President-Elect cannot complete her/his term of office, the person who received the next highest number of votes shall become President-Elect. If this person is unable to serve, the Executive Committee shall nominate two candidates for the office, one of whom would be elected by the membership by mail ballots.

SECTION 3. The Past President, in order to provide continuity in the governance of the Association, shall serve as advisor to the President on matters of past policy. He/She shall serve as Chair of the Resolutions Committee and of the Past Presidents' Council.

SECTION 4. The Vice President shall be the public relations officer of the Association. In the absence of the President from any meeting, the Vice President shall discharge the duties of the office, and in the event that the President cannot complete her/his term of office, the Vice President shall become President of the Association.

SECTION 5. The Secretary shall keep records of the meetings of the Association and of the Executive Committee, conduct routine business pertaining to the office, prepare and distribute ballots, serve ex officio as Associate Editor of Southeastern Biology, and report the activities of the office to the Association at the Annual Meeting. In the absence of the Treasurer, the Secretary shall assume the duty to

authorize by signature any financial transactions belonging to the Treasurer's office.

SECTION 6. The Treasurer shall receive and disburse all funds of the Association, keep records of dues received and funds expended, serve ex officio as Business Manager of Southeastern Biology, and report the activities of the office annually to the membership. He/she is authorized to reimburse the Secretary for expenses incurred in attending the Annual Meeting and interim meetings of the Executive Committee and may be authorized by the Executive Committee to reimburse other officers for expenses incurred in attending one Executive Committee meeting per year.

ARTICLE IV - SOUTHEASTERN BIOLOGY

SECTION 1. Southeastern Biology, the official publication of the Association, shall be published quarterly or at other regular intervals as may be determined by a vote of the membership upon recommendation by the Executive Committee.

SECTION 2. The Print Editor, responsible for editing and publishing Southeastern Biology, shall be a member of the Association appointed by the Executive Committee for a term of 3 years. He/She shall be eligible for reappointment for successive 3-year terms.

SECTION 3. Upon the recommendation of the Print Editor, the Executive Committee may appoint a Circulation Manager who would assist the Editor in matters related to the distribution of the Bulletin.

SECTION 4. Southeastern Biology shall be supplied to all members of the Association. Organizations may subscribe to Southeastern Biology at a rate set by the Executive Committee not to exceed the rate for contributing members, but such subscriptions will not carry the privileges of membership in the Association.

SECTION 5. Major changes in editorial policy proposed by the Editor shall be subject to approval by the Executive Committee.

ARTICLE V - ASB WEB PAGE

SECTION 1. The Association shall maintain an official ASB Web page on the Internet. The ASB Web page shall contain information about ASB officers and the Executive Committee, information concerning the Annual Meeting, news of ASB activities, information of interest to biologists in the southeast, and links to Internet sites of interest to the membership.

SECTION 2. The ASB Web page will be administered by the ASB Web Editor. The Editor of the ASB Web page shall be a member of the Association, responsible for the editing and publishing of the Web page, and shall be selected and appointed by the Executive Committee for a term of 3 years. The Editor shall be eligible for reappointment for any number of successive 3-year terms. The official title shall be Web Editor.

ARTICLE VI - EXECUTIVE COMMITTEE

- SECTION 1. The Executive Committee shall be in charge of the affairs of the Association and shall direct the expenditure of the Association's funds. The committee shall establish the policies for the Association with the approval of the membership and shall record all policies in effect in the "Handbook for Officers and Committee Members."
- SECTION 2. The Members-at-Large are eligible for reelection. Should a Member-at-Large leave office prior to expiration of the term, the Executive Committee shall appoint a replacement to serve until the next election.
- SECTION 3. The Executive Committee shall appoint an Archivist who shall be custodian of the permanent records or archives and, with the approval of the Executive Committee, make appropriate arrangements for the collection, care, and maintenance of such records. The Archivist shall serve a term of 3 years and shall be eligible for reappointment for successive 3-year terms.
- SECTION 4. The Executive Committee shall appoint a Membership Officer who shall work closely with the Treasurer and be in charge of all membership-related duties and records including maintaining a membership database. The Membership Officer shall serve a term of 3 years corresponding with the Treasurer's term and shall be eligible for reappointment for successive 3-year terms.
- SECTION 5. For all meetings of the Executive Committee seven voting members shall constitute a quorum.

ARTICLE VII - STANDING COMMITTEES

- SECTION 1. The following standing committees shall serve the Association:
- A. Committee on Human Diversity
 - B. Conservation Committee
 - C. Education Committee
 - D. Finance Committee
 - E. Graduate Student Support Award Committee
 - F. Local Arrangements Committee
 - G. Meritorious Teaching Award Committee
 - H. Nominating Committee
 - I. Past Presidents' Council
 - J. Patron Member and Exhibitor Committee

K. Place of Meeting Committee

L. Poster Awards Committee

M. Publications Committee

N. Resolutions Committee

O. Senior Research Awards Committee

P. Student Research Awards Committee

SECTION 2. Committee members, except for those who serve ex officio, shall be appointed by the President upon the approval of the Executive Committee. The composition and duties of the standing committees shall be as follows:

- A. The Committee on Human Diversity shall promote career opportunities in the biological sciences for women, minorities, and individuals with disabilities and implement programs to eliminate barriers that restrict the access of underrepresented groups to biological careers. The committee shall consist of three members appointed for terms of 3 years, with a member appointed annually and serving as Chair in the third year.
- B. The Conservation Committee shall accumulate facts about environmental issues; shall, where it deems appropriate, disseminate such information to the membership; and shall bring resolutions addressing issues of significance to the Executive Committee for presentation to the membership through the Resolutions Committee. The committee shall consist of three members appointed for terms of 3 years, with a member appointed annually and serving as Chair in the third year.
- C. The Education Committee shall explore ways and means by which the Association might contribute to improved biological education at all levels. Where feasible, the committee shall organize symposia and workshops for the Annual Meeting designed to acquaint the membership with new pedagogy and critical issues in biological education. The committee shall consist of six members appointed for terms of 3 years, with two members appointed annually and serving as Co-Chairs in the third year.
- D. The Finance Committee shall review the finances of the Association, prepare budget projections for future years, and recommend actions regarding dues structure and other financial matters to the Executive Committee. The committee shall consist of the ASB Treasurer (Chair), Past President, President-Elect, and a member of the Executive Committee.
- E. The Graduate Student Support Award Committee shall make monetary awards to assist graduate students to attend the Annual Meetings of ASB. The committee shall consist of three members appointed for terms of 3 years, with a member appointed annually and serving as Chair in the third year.

- F. The Local Arrangements Committee shall make arrangements for the Annual Meeting, including receipt and scheduling of scientific papers to be presented and making arrangements for registration, exhibits, field trips, and social activities. The committee shall also provide information of available transportation, parking, and accommodations. Meeting statistics collected shall be forwarded to the next Local Arrangements Committee. Members of the committee shall include a Chair, selected by the host institution, and the Chairs of subcommittees he or she designates.
- G. The Meritorious Teaching Award Committee may each year select for the award a member of the Association who has taught biology for at least ten years in any college or university represented in the Association. The committee shall consist of three members appointed for terms of 3 years, with a member appointed annually and serving as Chair in the third year.
- H. The Nominating Committee shall, with due consideration of suggestions received from the membership, prepare a multiple slate of nominees for each office to be filled. The committee shall consist of three members, one of whom is a recent past president who shall serve as the Chair.
- I. The Past Presidents' Council, composed of the Past Presidents attending the Annual Meeting with the current Past President serving as Chair, shall review and discuss major issues under consideration by the Executive Committee and, where appropriate, shall share its consensus view with the Executive Committee on the resolution of these issues.
- J. The Patron Member and Exhibitor Committee shall communicate with patron members and exhibitors, provide Local Arrangements Committees with information and recommendations regarding potential exhibitors, and promote an increase in the number of patron memberships and Annual Meeting exhibitors. The committee shall consist of a Chair (3-year term) appointed by the President with option to reappoint to successive terms, Vice Chair (3-year term) elected by the Executive Committee from its membership at the end of the first year of the Chair's term, the ASB Vice President, and the Past Chair of the Local Arrangements Committee.
- K. The Place of Meeting Committee shall recommend to the Executive Committee the locations for each Annual Meeting and shall actively seek potential host institutions throughout the southeastern states. The committee shall consist of three members appointed for terms of 3 years, with a member appointed annually and serving as Chair in the third year.
- L. The Poster Awards Committee may each year select a recipient of the Association Poster Prizes for the meritorious presentation of original research by members at the Annual Meeting. The Committee shall consist of three members appointed for terms of 3 years, with a member appointed annually and serving as Chair in the third year.
- M. The Publications Committee shall provide oversight of the Association's publications, consider requests for special publication activities, and recommend any alteration of publication policy to the Executive Committee

for approval and subsequent approval by the membership. The committee shall consist of three of the Members-at-Large of the Executive Committee and the Editor (ex officio).

- N. The Resolutions Committee shall formulate and, with approval of the Executive Committee, present to the membership such resolutions as may be considered worthy of action by the Association. The committee shall be served by the Past President as Chair and two additional members with terms of 1 year.
- O. The Senior Research Awards Committee may each year select a recipient of the Association Senior Research Prize for the meritorious presentation of original research by a member (student members excluded) at the Annual Meeting. The committee shall consist of three members appointed for terms of 3 years, with a member appointed annually and serving as Chair in the third year.
- P. The Student Research Awards Committee may each year select the recipients of the Association Student Research Prizes for the meritorious presentation of original research by a student member at the Annual Meeting. The committee shall consist of three members appointed for terms of 3 years, with a member appointed annually and serving as Chair in the third year.

ARTICLE VIII - THE ANNUAL MEETING

- SECTION 1. An Annual Meeting, hosted by colleges, universities, or scientific institutions throughout the Southeast, shall be convened in April for the purposes of conducting Association business; sharing scientific information through symposia, paper and poster sessions, and workshops; and strengthening social and professional ties among Southeastern biologists.
- SECTION 2. All titles and abstracts of papers and posters submitted for the program shall be in the offices of the Local Arrangements Committee by the date set by the Editor and shall be presented according to the guidelines in the published Call for Papers.
- SECTION 3. The maximal time period for the presentation of papers shall be established by the Local Arrangements Committee, and the Chairs of the paper sessions will enforce the established time period.
- SECTION 4. Papers presented at the Annual Meeting shall be read by members or persons introduced by members.

ARTICLE IX - THE ENRICHMENT FUND

- SECTION 1. The Association shall maintain an Enrichment Fund to support long- and short-range objectives to advance biological education through teaching and research. The specific objectives to be supported shall be designated by the Executive Committee and approved by the membership.

- SECTION 2. The Enrichment Fund shall be under joint management of a Board composed of the Executive Committee and Finance Committee and guided by a Chair appointed by the President for a term of 3 years. This Board shall be responsible for the: prudent investment of all Endowment Funds of the Association and for planning and directing the recruitment of funds from the membership and external sources. The Chair shall report the current status of the Enrichment Fund to the Association at the Annual Meeting.
- SECTION 3. The Board shall receive and administer bequests and other property from any source and shall have the authority to buy, sell, exchange, lease, transfer, or otherwise dispose of any property, real or personal, with respect to the Enrichment Fund.
- SECTION 4. Bequests and gifts without specific designation (General Fund) shall be designated by the Board for any established educational objective of the Association. Bequests and gifts received for specific purposes shall be either applied directly to the intended purpose (Restricted Funds) or placed in an Endowment with only the annual earnings applied to the intended purpose in accordance with the wishes of the donors. Endowments may be named in honor or memory of individuals or for the intended purpose and may be established for existing educational objectives or others approved by the Board.
- SECTION 5. Income Allocation - The General Fund, Restricted Funds, and Endowments shall be allocated income at the end of the fiscal year based on the average balance of each fund in the total amount of Enrichment Funds invested for that year.
- SECTION 6. Investment Policy - In order to protect the contributions to the Enrichment Fund for their intended objectives, the Board shall strive to invest funds only in conservative investment vehicles offering the highest interest rates or earnings at the time of purchase. Since changes in the economy and other factors greatly affect interest rates and earnings, funds shall be invested up to a period of 5 years unless otherwise approved by the Board.
- SECTION 7. An audit of the Enrichment Fund shall be made at the close of each fiscal year by an external auditor and which audit will then be approved and signed by the president at the annual meeting in April.

Article X - Amendments

- SECTION 1. These bylaws may be amended at any Annual Meeting of the Association by a two-thirds majority vote of those present.
- SECTION 2. Amendments to these bylaws shall take effect at the close of the meeting at which they were adopted.