

STUDENT SUBUNIT BYLAWS

BYLAWS OF THE HUMBOLDT STATE UNIVERSITY STUDENT SUBUNIT

March 2006

SECTION I. NAME AND OBJECTIVES.

1. The name of this organization shall be the Humboldt State University Student Subunit of the California-Nevada Chapter of American Fisheries Society, hereinafter referred to as the Subunit, Chapter and Society respectively.
2. The objectives of the Unit shall be those of the Society as set forth in Article I of the Constitution. In addition, the Subunit also has the following objectives:

To encourage the teaching and learning of fisheries science and practice at Humboldt State University;

To gather and disseminate to students, Society members, and the general public, scientific, technical, and other information about fisheries science and practice through meetings, publications, and other forms of communication;

To bolster the professional development of Subunit members and fisheries students at Humboldt State University by promoting student participation in meetings, development of research opportunities for undergraduates, interaction and networking with fisheries professionals, and service to our local aquatic habitats and community.

The Subunit shall increase representation of student members in the Chapter and Society, and promote involvement and participation at all levels.

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

SECTION II. MEMBERSHIP.

1. The membership of the Subunit shall be open to all students, alumni, faculty, and staff in the geographic region represented by the Chapter. Subunit members must be members of the Chapter in good standing (dues are paid) and the Society. In accordance with the Constitution of the Society and Humboldt State University regulations, only student Subunit members may hold office, serve as committee chairs, or vote on Subunit business. The President and/or Subunit Executive Committee shall appoint faculty advisor(s).

SECTION III. MEETINGS AND VOTING.

1. The Subunit shall hold at least one meeting quarterly, during the fall, winter, and spring academic quarters, at a time and place designated by the President and/or Executive Committee. Periodically, additional meetings shall be held for the exchange of information and to engage in fisheries related activities and field trips.

SECTION IV. OFFICERS.

1. The officers of the Subunit shall consist of a President, Vice President Treasurer, Secretary, and Past-President.
2. Officers shall be student members of the Subunit and be elected at the Spring Quarter Meeting. Terms for newly elected officers shall begin in September with the onset of the Fall Academic Quarter. Officers may hold office for a period longer than one year if there are no other candidates, but the term of the officers shall be one year unless reelected. A member may hold the same elective position for no more than two consecutive terms unless there is no successor.
3. In the event of a vacated position, the President and/or Subunit Executive Committee shall appoint a qualified replacement for the unexpired term. In the event the President cannot fulfill his/her duties, the Vice-President shall take over and the Subunit Executive Committee shall appoint a new Vice-President for the remainder of the term.
4. Student members shall nominate candidates including themselves. Officer elections shall be conducted by written ballot. The candidate receiving the largest number of votes on the written ballot shall be declared elected. In the case that there are no nominees then the incumbent is automatically nominated.
5. Officers shall serve without salary or compensation for their services.

SECTION V. DUTIES OF OFFICERS.

1. The President of the Subunit shall:
 - Preside at all Subunit meetings.
 - Serve as the chair of the Subunit Executive Committee.
 - Represent the Subunit and attend Chapter Executive Committee Meetings and other Chapter functions (e.g., Annual Meeting and Symposium).
 - Represent the Subunit at regional and national meetings of the Society when necessary and/or able.
 - Conduct official correspondence for the Subunit.
 - Make such appointments and perform other duties and functions as are authorized and necessary.
 - Have general supervision of the Subunit officers. Furthermore, the President shall oversee all aspects of Subunit operations, especially events, activities, and exchange of money.
 - Appoint chairpersons for all regular and special committees.
 - Sign all official Subunit correspondence, but may designate another officer or committee member to sign specific items.
 - Disburse funds in the absence of the Vice-President and Treasurer, as it may be necessary and authorized by the Subunit Executive Committee.
 - Be responsible for presenting awards.

- Be accountable for conducting and announcing voting results.
 - Submit the Subunit Snapshot, a quarterly section on Subunit news and events in the Chapter's Newsletter, Pisces.
 - Proceed to the office of Past-President at the end of the term.
2. The Vice-President of the Subunit shall:
- Assume the duties of the President in the absence or upon the inability of the President to serve.
 - Serve on the Subunit Executive Committee.
 - Take on responsibilities the President delegates to him/her and work closely with the President.
 - Receive application for all classes of American Fisheries Society memberships and shall forward to the Membership Committee Chair of the Chapter.
 - Disburse funds in the absence of the Treasurer, as it may be necessary and authorized by the Subunit Executive Committee.
 - Along with the President, the Vice-President shall serve as the chief fundraising officer for the Subunit.
3. The Treasurer of the Subunit shall
- Be the custodian to all Subunit funds and keep all official financial records.
 - Receive funds, pay bills, keep an itemized account of all receipts and disbursements, and prepare an annual financial report to the Subunit Executive Committee and Subunit members.
 - Disburse funds, as it may be necessary and authorized by the President and/or Subunit Executive Committee.
 - Along with the President and the Vice-President, the Treasurer shall serve as a fundraising officer for the Subunit.
4. The Secretary of the Subunit shall:
- Keep the official records of Subunit meetings and activities.
 - Submit minutes of the Subunit meetings to the President and Subunit Executive Committee for review within 30 days after each meeting.
 - Submit an approved official version of meeting minutes to the Webmaster to post on the Subunit's website and retain a copy for Subunit record.
 - Prepare correspondence as requested by officers and chairpersons of the Subunit Executive Committee.
 - Perform other duties as may be requested by the President and/or Subunit Executive Committee.
5. The Past-President of the Subunit shall:
- Be the immediate outgoing President
 - Assume the duties of President in the event of the President's and Vice-President's absence.

- Act as advisor to the Subunit Executive Committee and other committee, and give assistance when needed.

SECTION VI. EXECUTIVE COMMITTEE.

1. The Subunit Executive Committee of the Subunit shall consist of: the President, Vice-President, Treasurer, Secretary, Past-President, Webmaster, Agency Liaison, Regional University Liaisons, Faculty Advisor, and other members as may be appointed by the President.
2. The Subunit Executive Committee is authorized to act on behalf of the Subunit between meetings, to perform Subunit duties and functions, and may authorize the use of funds. The Subunit Executive Committee shall have authority to determine policies, establish committees, and conduct business consistent with the objectives of the Subunit. The Subunit Executive Committee will determine annual membership fees.
3. A majority of voting Subunit Executive Committee members including at least two elected officers (President, Vice-President, Treasurer, Secretary, PastPresident) constitutes a quorum. Business and voting by the Subunit Executive Committee may be conducted via mail, telephone, and other electronic media.
4. Meetings of the Subunit Executive Committee may be held at the call of the President when a majority of the committee members can meet and conduct business.

SECTION VII. UNIT COMMITTEES.

1. Committees and Chairs of committees, except as listed in Sections 5 and 6 of these Bylaws, shall be appointed and charged by the President. Except for Standing Committees, these Subunit committees shall cease to function upon discharge of the duties for which they were appointed or with the end of the term of the appointing officer. The President is authorized to create any special committees that are necessary to meet Society and Subunit objectives, consistent with Section 1 of the Bylaws.
2. Standing Committees, as referred to in these Bylaws, are long-term in nature and are of continued significance for meeting Subunit objectives. Standing Committees are of sufficient importance to warrant representation on the Subunit Executive Committee. Standing Committee members shall be appointed by respective chairs. Standing committees as defined in this paragraph shall include:
 - A. Webmaster, who shall maintain the official website of the Subunit and perform other related duties as may be requested by the President and/or the Subunit Executive Committee.
 - B. Agency Liaison, who shall represent the Subunit and promote interaction and communication with both state and federal government agencies. The Agency Liaison shall perform other related duties as may be requested by the President and/or Subunit Executive Committee.

- C. University Liaisons, who shall represent the Subunit and promote student participation and interaction from their respective academic institution in Subunit activities and meetings. University Liaisons shall be appointed by the President as the liaison between the Subunit and Subunit members at an individual school. University Liaisons shall coordinate and oversee all activities at his/her school. Academic institutions represented may be any university or college in the geographic region represented by the Chapter.
- D. Faculty Advisor, who shall serve as a non-voting member of the Subunit Executive Committee and provide consultation as needed. The Faculty Advisor shall supervise officer elections and transitions, attend meetings on a regular basis, assist officers in general operations and procedures. The Faculty Advisor shall assist in promoting and recruiting members to the Subunit and the Society. The term of the faculty adviser shall desist when selected adviser(s) are no longer willing or able to contribute time to the Subunit.

SECTION VIII. VOTING AND QUORUM

- 1. All decisions at meetings are decided by a simple majority vote, except for bylaw revisions.
- 2. Decisions at meetings of the Subunit shall be in accordance with the Constitution of the Society. A quorum at any meeting for the transaction of official business shall be at least five members including at least two elected officers (President, Vice-President, Treasurer, Secretary, Past-President).
- 3. Business and voting may be conducted via mail and other electronic media if approved by the EXCOM.
- 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.

SECTION IX. DUES AND FEES

- 1. The Subunit Executive Committee shall establish and assess member annual dues. The Subunit Executive Committee may also assess registration fees for special events necessary to cover costs. Collections of fees shall be made by the Vice-President/Treasurer of the Subunit.

SECTION X. AMENDMENT OF BYLAWS

- 1. The Bylaws of the Subunit may be amended by a two-thirds majority approval of those members voting, provided that notice of the proposed change(s) be given to the membership at least 30 days prior to a meeting. If voting is by mail ballot, members must be given at least 30 days to return their ballots.
- 2. Prior to voting the proposed amendments should be approved by the Chapter Executive Committee and the Society Constitutional Consultant.

3. Following approval by the Subunit membership, bylaws amendments must be submitted to the Chapter President and the Society Constitutional Consultant within 45 days of Subunit approval of the amendment.
4. In accordance with the Society Constitution, an adopted amendment shall be reviewed by the Society's Constitutional Consultant for conformity with the Constitution, Rules and Procedures of the Society. The Constitutional Consultant presents the adopted amendment to the Society Governing Board for approval. Amendments take effect when the Subunit receives written notice of their approval by the Governing Board from the Executive Director.

BYLAWS OF THE SACRAMENTO-DAVIS STUDENT SUBUNIT

June 2008

Section 1. Name and Objectives

1. The name of this organization shall be the Sacramento-Davis Student Subunit of the California-Nevada 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, and especially, to encourage the exchange and awareness of regional fisheries and other technical information among Subunit members and fisheries professionals and other members in the Chapter and Society. The Subunit shall also provide a forum for students and other fish enthusiasts to interact and participate in activities. Furthermore, the Subunit shall emphasize and foster professional development of students, research opportunities for undergraduates, promotion of student participation in meetings, interaction and networking with fisheries professionals from various private and government agencies and academic researchers, and service to our local aquatic habitats and community.
3. The Subunit shall increase representation of student members in the Chapter and Society, and promote involvement and participation at all levels.
4. All activities of the subunit shall conform to the Society's Constitution, Rules, and Procedures.

Section 2. Membership

1. The membership of the Subunit shall be open to all students, alumni, faculty, and staff in the geographic region represented by the Chapter. Subunit members must be members of the Chapter in good standing (dues are paid) and the Society. In accordance with the Constitution of the Society and the University of California, Davis regulations, only student Subunit members may hold office, serve as committee chairs, or vote on Subunit business. The President and/or Subunit Executive Committee shall appoint faculty advisor(s).

Section 3. Meetings

1. The Subunit shall hold at least one meeting quarterly, during the fall, winter, and spring academic quarters, at a time and place designated by the President and/or Executive Committee. Periodically, additional meetings shall be held for the exchange of information and to engage in fisheries related activities and field trips.

Section 4. Officers

1. The officers of the Subunit shall consist of a President, Vice-President/Treasurer, Secretary, and Past-President.

2. Officers shall be student members of the Subunit and be elected at the Spring Quarter Meeting. Terms for newly elected officers shall begin in September with the onset of the Fall Academic Quarter. Officers may hold office for a period longer than one year if there are no other candidates, but the term of the officers shall be one year unless reelected. A member may hold the same elective position for no more than two consecutive terms unless there is no successor.
3. In the event of a vacated position, the President and/or Subunit Executive Committee shall appoint a qualified replacement for the unexpired term. In the event the President cannot fulfill his/her duties, the Vice-President shall take over and the Subunit Executive Committee shall appoint a new Vice-President for the remainder of the term.
4. Student members shall nominate candidates including themselves. Officer elections shall be conducted by written ballot. The candidate receiving the largest number of votes on the written ballot shall be declared elected. In the case that there are no nominees then the incumbent is automatically nominated.
5. Officers shall serve without salary or compensation for their services.

Section 5. Duties of Officers

1. The President of the Subunit shall:
 - A. Preside at all Subunit meetings.
 - B. Serve as the chair of the Subunit Executive Committee.
 - C. Represent the Subunit and attend Chapter Executive Committee Meetings and other Chapter functions (e.g., Annual Meeting and Symposium).
 - D. Represent the Subunit at regional and national meetings of the Society when necessary and/or able.
 - E. Conduct official correspondence for the Subunit.
 - F. Make such appointments and perform other duties and functions as are authorized and necessary.
 - G. Have general supervision of the Subunit officers. Furthermore, the President shall oversee all aspects of Subunit operations, especially events, activities, and exchange of money.
 - H. Appoint chairpersons for all regular and special committees.
 - I. Sign all official Subunit correspondence, but may designate another officer or committee member to sign specific items.
 - J. Disburse funds in the absence of the Vice-President/Treasurer, as it may be necessary and authorized by the Subunit Executive Committee.
 - K. Be responsible for presenting awards.
 - L. Be accountable for conducting and announcing voting results.

- M. Submit the Subunit Snapshot, a quarterly section on Subunit news and events in the Chapter's Newsletter, Pisces.
- N. Proceed to the office of Past-President at the end of the term

2. The Vice-President/Treasurer of the Subunit shall:

- A. Assume the duties of the President in the absence or upon the inability of the President to serve.
- B. Serve on the Subunit Executive Committee.
- C. Take on responsibilities the President delegates to him/her and work closely with the President.
- D. Be the custodian to all Subunit funds and keep all official financial records.
- E. Receive funds, pay bills, keep an itemized account of all receipts and disbursements, and prepare an annual financial report to the Subunit Executive Committee and Subunit members.
- F. Disburse funds, as it may be necessary and authorized by the President and/or Subunit Executive Committee.
- G. Along with the President, the Vice-President/Treasurer shall serve as the chief fundraising officer for the Subunit.
- H. Receive application for all classes of American Fisheries Society memberships and shall forward to the Membership Committee Chair of the Chapter.

3. The Secretary of the Subunit shall:

- A. Keep the official records of Subunit meetings and activities.
- B. Submit minutes of the Subunit meetings to the President and Subunit Executive Committee for review within 30 days after each meeting.
- C. Submit an approved official version of meeting minutes to the Webmaster to post on the Subunit's website and retain a copy for Subunit record.
- D. Prepare correspondence as requested by officers and chairpersons of the Subunit Executive Committee.
- E. Perform other duties as may be requested by the President and/or Subunit Executive Committee.

4. The Past-President of the Subunit shall:

- A. Be the immediate outgoing President
- B. Assume the duties of President in the event of the President's and Vice-President/Treasurer's absence.
- C. Act as advisor to the Subunit Executive Committee and other committee, and give assistance when needed.

Section 6. Subunit Executive Committee

1. The Subunit Executive Committee of the Subunit shall consist of: the President, Vice-President/Treasurer, Secretary, Past-President, Webmaster, Agency Liaison, Regional University Liaisons, Faculty Advisor, and other members as may be appointed by the President.
2. The Subunit Executive Committee is authorized to act on behalf of the Subunit between meetings, to perform Subunit duties and functions, and may authorize the use of funds. The Subunit Executive Committee shall have authority to determine policies, establish committees, and conduct business consistent with the objectives of the Subunit. The Subunit Executive Committee will determine annual membership fees.
3. A majority of voting Subunit Executive Committee members including at least two elected officers (President, Vice-President/Treasurer, Secretary, Past-President) constitutes a quorum. Business and voting by the Subunit Executive Committee may be conducted via mail, telephone, and other electronic media.
4. Meetings of the Subunit Executive Committee may be held at the call of the President when a majority of the committee members can meet and conduct business.

Section 7. Subunit Committees

1. Committees and Chairs of committees, except as listed in Sections 5 and 6 of these Bylaws, shall be appointed and charged by the President. Except for Standing Committees, these Subunit committees shall cease to function upon discharge of the duties for which they were appointed or with the end of the term of the appointing officer. The President is authorized to create any special committees that are necessary to meet Society and Subunit objectives, consistent with Section 1 of the Bylaws.
2. Standing Committees, as referred to in these Bylaws, are long-term in nature and are of continued significance for meeting Subunit objectives. Standing Committees are of sufficient importance to warrant representation on the Subunit Executive Committee. Standing Committee members shall be appointed by respective chairs. Standing committees as defined in this paragraph shall include:
 - A. Webmaster, who shall maintain the official website of the Subunit and perform other related duties as may be requested by the President and/or the Subunit Executive Committee.
 - B. Agency Liaison, who shall represent the Subunit and promote interaction and communication with both state and federal government agencies. The Agency Liaison shall perform other related duties as may be requested by the President and/or Subunit Executive Committee.
 - C. University Liaisons, who shall represent the Subunit and promote student participation and interaction from their respective academic institution in Subunit activities and meetings. University Liaisons shall be appointed by the President as

the liaison between the Subunit and Subunit members at an individual school. University Liaisons shall coordinate and oversee all activities at his/her school. Academic institutions represented may be any university or college in the geographic region represented by the Chapter.

- D. Faculty Advisor, who shall serve as a non-voting member of the Subunit Executive Committee and provide consultation as needed. The Faculty Advisor shall supervise officer elections and transitions, attend meetings on a regular basis, assist officers in general operations and procedures. The Faculty Advisor shall assist in promoting and recruiting members to the Subunit and the Society. The term of the faculty adviser shall desist when selected adviser(s) are no longer willing or able to contribute time to the Subunit.

Section 8. Voting and Quorum

1. All decisions at meetings are decided by a simple majority vote, except for bylaw revisions.
2. Decisions at meetings of the Subunit shall be in accordance with the Constitution of the Society. A quorum at any meeting for the transaction of official business shall be at least five members including at least two elected officers (President, Vice-President/Treasurer, Secretary, Past-President).
3. Business and voting may be conducted via mail and other electronic media if approved by the EXCOM.
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.

Section 9. Dues and Fees

1. The Subunit Executive Committee shall establish and assess member annual dues. The Subunit Executive Committee may also assess registration fees for special events necessary to cover costs. Collections of fees shall be made by the Vice-President/Treasurer of the Subunit.

Section 10. Amendment of Bylaws

1. The Bylaws of the Subunit may be amended by a two-thirds majority approval of those members voting, provided that notice of the proposed change(s) be given to the membership at least 30 days prior to a meeting. If voting is by mail ballot, members must be given at least 30 days to return their ballots.
2. Prior to voting the proposed amendments should be approved by the Chapter Executive Committee and the Society Constitutional Consultant.
3. Following approval by the Subunit membership, bylaws amendments must be submitted to the Chapter President and the Society Constitutional Consultant within 45 days of Subunit approval of the amendment.

4. In accordance with the Society Constitution, an adopted amendment shall be reviewed by the Society's Constitutional Consultant for conformity with the Constitution, Rules and Procedures of the Society. The Constitutional Consultant presents the adopted amendment to the Society Governing Board for approval. Amendments take effect when the Subunit receives written notice of their approval by the Governing Board from the Executive Director.

**BYLAWS OF THE
SANTA CRUZ-MONTEREY BAY AREA STUDENT SUBUNIT
October 2015**

Section 1. Name and Objectives

1. The name of this organization shall be the Santa Cruz – Monterey Bay Area Subunit of the California-Nevada 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, and especially, to encourage the exchange and awareness of aquatic sciences among Subunit members, fisheries professionals, and other members in the Chapter and Society. The Subunit shall also provide a forum for students and other aquatic science professionals and enthusiasts to interact and participate in activities. Furthermore, the Subunit shall emphasize and foster professional development of students, research opportunities for undergraduates, promotion of student participation in meetings, interaction and networking with fisheries professionals from various private and government agencies and academic researchers, and service to our local aquatic habitats and community.
3. The Subunit shall increase representation of student members in the Chapter and Society, and promote involvement and participation at all levels.
4. All activities of the subunit shall conform to the Society's Constitution, Rules, and Procedures.

Section 2. Membership

1. The membership of the Subunit shall be open to all students, alumni, faculty, and staff in the Monterey Bay Area. In accordance with the Constitution of the Society and the University of California Santa Cruz regulations, only Subunit members may hold office, serve as committee chairs, or vote on Subunit business. All members holding office must be members in good standing of the Chapter and the Society.
2. Faculty advisor(s) shall be appointed by the Chapter in consultation with the Subunit Executive Committee.

Section 3. Meetings

1. The Subunit shall hold at least one meeting quarterly, during the fall, winter, and spring academic quarters, at a time and place designated by the President and/or Executive Committee. Periodically, additional meetings shall be held for the exchange of information and to engage in fisheries related activities and field trips.

Section 4. Officers

- 1.** The officers of the Subunit shall consist of a President, Vice-President, Treasurer, Secretary, Webmaster, and Past-President.
- 2.** Officers shall be student members of the Subunit and be elected at the Spring Quarter Meeting. Terms for newly elected officers shall begin in September with the onset of the Fall Academic Quarter. Officers may hold office for a period longer than one year if there are no other candidates, but the term of the officers shall be one year unless re-elected. A member may hold the same elective position for no more than two consecutive terms unless there is no successor.
- 3.** In the event of a vacated position, the President and/or Subunit Executive Committee shall appoint a qualified replacement for the unexpired term. In the event the President cannot fulfill his/her duties, the Vice-President shall take over and the Subunit Executive Committee shall appoint a new Vice-President for the remainder of the term.
- 4.** Student members shall nominate candidates including themselves. Officer elections shall be conducted by written or electronic ballot. The candidate receiving the largest number of votes shall be declared elected. In the case that there are no nominees then the incumbent is automatically nominated.
- 5.** Officers shall serve without salary or compensation for their services.

Section 5. Duties of Officers

- 1.** The President of the Subunit shall:
 - A. Preside at all Subunit meetings.
 - B. Serve as the chair of the Subunit Executive Committee.
 - C. Represent the Subunit and attend Chapter Executive Committee Meetings and other Chapter functions (e.g., Annual Meeting and Symposium).
 - D. Represent the Subunit at regional and meetings of the Society when necessary and/or able.
 - E. Conduct official correspondence for the Subunit.
 - F. Make such appointments and perform other duties and functions as are authorized and necessary.
 - G. Have general supervision of the Subunit officers. Furthermore, the President shall oversee all aspects of Subunit operations, especially events, activities, and exchange of money.
 - H. Appoint chairpersons for all regular and special committees.
 - I. Sign all official Subunit correspondence, but may designate another officer or committee member to sign specific items.
 - J. Disburse funds in the absence of the Treasurer, as may be necessary and authorized by the Subunit Executive Committee.
 - K. Be responsible for presenting awards.
 - L. Be accountable for conducting and announcing voting results.

M. Submit the Subunit Snapshot, a quarterly section on Subunit news and events in the Chapter's Newsletter, Pisces. Otherwise, delegate the writing of the Subunit Snapshot to the Vice President.

N. Proceed to the office of Past-President at the end of the term

2. The Vice-President of the Subunit shall:

- A. Assume the duties of the President in the absence or upon the inability of the President to serve.
- B. Serve on the Subunit Executive Committee.
- C. Take on responsibilities the President delegates to him/her and work closely with the President.
- D. Receive application for all classes of American Fisheries Society memberships and shall forward to the Membership Committee Chair of the Chapter.
- E. Write and submit the Subunit Snapshot if so delegated by the President.

3. The Secretary of the Subunit shall:

- A. Keep the official records of Subunit meetings and activities.
- B. Submit minutes of the Subunit meetings to the President and Subunit Executive Committee for review within 10 days after each meeting.
- C. Submit an approved official version of meeting minutes to the Webmaster to post on the Subunit's website and retain a copy for Subunit record.
- D. Prepare correspondence as requested by officers and chairpersons of the Subunit Executive Committee.
- E. Perform other duties as may be requested by the President and/or Subunit Executive Committee.

4. The Treasurer of the Subunit shall:

- A. Be the custodian to all Subunit funds and keep all official financial records
- B. Receive funds, pay bills, keep an itemized account of all receipts and disbursements, and prepare an annual financial report to the Subunit Executive Committee and Subunit members.
- C. Disburse funds, as it may be necessary and authorized by the President and/or Subunit Executive Committee.
- D. With assistance from the President and the Vice-President, the Treasurer shall serve as the chief fundraising officer for the Subunit.

5. The Webmaster of the Subunit shall:

- A. Maintain the functionality and aesthetics of the Subunit website.
- B. Post meeting minutes on the Subunit website following review by the President.
- C. Maintain the Subunit Facebook group, including posting notifications for all Subunit meetings and events.
- D. Keep membership and officer information on the website up-to-date.

6. The Past-President of the Subunit shall:

- A. Be the immediate outgoing President
- B. Assume the duties of President in the event of the President's and Vice-President/Treasurer's absence.
- C. Act as adviser to the Subunit Executive Committee and other committees, and give assistance when needed.

Section 6. Subunit Executive Committee

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 - A. Agency Liaison, who shall represent the Subunit and promote interaction and communication with both state and federal government agencies. The Agency Liaison shall perform other related duties as may be requested by the President and/or Subunit Executive Committee.

B. University Liaisons, who shall represent the Subunit and promote student participation and interaction from their respective academic institution in Subunit activities and meetings. University Liaisons shall be appointed by the President as the liaison between the Subunit and Subunit members at an individual school. University Liaisons shall coordinate and oversee all activities at his/her school. Academic institutions represented may be any university or college in the geographic region represented by the Chapter.

C. Faculty Advisor, who shall serve as a non-voting member of the Subunit Executive Committee and provide consultation as needed. The Faculty Advisor shall supervise officer elections and transitions, attend meetings on a regular basis, and assist officers in general operations and procedures. The Faculty Advisor shall assist in promoting and recruiting members to the Subunit and the Society. The term of the faculty adviser shall end when selected adviser(s) are no longer willing or able to contribute time to the Subunit.

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3. Business and voting may be conducted via mail and other electronic media if approved by the Subunit 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.

Section 9. Dues and Fees

1. The Subunit Executive Committee shall establish and assess member annual dues. The Subunit Executive Committee may also assess registration fees for special events necessary to cover costs.
Collections of fees shall be made by the Treasurer of the Subunit.

Section 10. Amendment of Bylaws

1. The Bylaws of the Subunit may be amended by a two-thirds majority approval of those members voting, provided that notice of the proposed change(s) be given to the membership at least 30 days prior to a meeting. If voting is by mail ballot or other electronic media, members must be given at least 30 days to cast their ballots.
2. Prior to voting the proposed amendments should be approved by the Chapter Executive Committee and the Society Constitutional Consultant.

3. Following approval by the Subunit membership, bylaws amendments must be submitted to the Chapter

President and the Society Constitutional Consultant within 45 days of Subunit approval of the amendment.

4. In accordance with the Society Constitution, an adopted amendment shall be reviewed by the Society's Constitutional Consultant for conformity with the Constitution, Rules and Procedures of the Society. The Constitutional Consultant presents the adopted amendment to the Society Management Committee for approval. Amendments take effect when the Subunit receives written notice of their approval by the Management Committee from the Executive Director.