

Bylaws of the Student Subunit of the California-Nevada Chapter of the American Fisheries Society at UCI

Article I. Name and Objectives

1. The name of this organization shall be the American Fisheries Society Student Subunit at UCI herein referred to as AFSUCI. The AFSUCI operates under the auspices of the California-Nevada Chapter of the American Fisheries Society.
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:

The mission of this student Subunit is to inclusively educate and involve both graduate and undergraduate students in the economic, cultural, recreational, and ecological importance of local fisheries and to engage students in aquatic stewardship of local resources and professional development opportunities.

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 University of California, Irvine (UCI) students and alumni of all backgrounds regardless of race, religion, sex, sexual orientation, color, disability, national origin, age, or marital status who are active members of the California-Nevada 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. The Secretary-Treasurer position may be split into two individual positions: secretary and treasurer, if so desired.
2. All officers must be members in good standing of the Society.
3. Officers shall be elected by a majority of ballots cast and election methods shall be determined by the Executive Committee.
4. Officers shall have one or more academic years left in their degree program upon election to ensure that they can complete the annual requirements of their position before their graduation.
5. Terms of newly elected officers shall change at the final annual meeting (at least four weeks before the end of the Spring quarter of a given year).
6. The Subunit Officers shall serve for a period of one year in each office.

7. Upon a new year, officers may campaign to run as an incumbent for their position (or for other positions) and new candidates may challenge those seats.
8. In the event of a vacated position during a term, the Executive Committee shall appoint a qualified replacement to fill the unexpired term.
9. No elected officer or appointed committee member of the Subunit shall receive any salary or 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:
 - 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 California-Nevada Chapter;
 - f. Conduct official correspondence for the Subunit and present reports of Subunit activities at the annual meeting; and
 - 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.
3. The Secretary – Treasurer* shall:
 - a. Collect and be custodian of any fees or assessments authorized by these bylaws or funds allotted to the Subunit by the Society;
 - b. Disburse funds only as authorized by either the membership or Executive Committee.
 - c. 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
 - d. Keep the official records of the Subunit.
 - e. Submit minutes of the annual Subunit meeting to the President of the California-Nevada Chapter within 30 days after the annual Subunit meeting;
 - f. Serve on the Executive Committee; and
 - g. Conduct the election.

*If the Secretary - Treasurer position is split among two positions, Secretary will handle responsibilities D and E and Treasurer will handle responsibilities A, B, and C, respectively. Each shall serve on the Executive Committee and participate in conducting 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.

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. [Note: this is a default used in Robert's Rules. Robert's Rules also suggest that a quorum should be based on the number of members normally expected to be attending a meeting, which could be a lot less than 50%+ of the total membership.]
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 does not have established Standing Committees at the time that these Bylaws are being drafted but new Standing Committees shall be considered for recognition at the AFSUCI annual spring meeting.

Commented [1]: Is there a reason this is highlighted? Was this because we were going to circle back as to how this will be defined? I recall this being synonymous with the Executive committee

Commented [2R1]: Yes, I just haven't unhighlighted it yet.

Article VIII. Dues and Fees

- 1. The Executive Committee may establish annual dues subject to approval of the members voting at the Spring meeting.
- 2. The Executive Committee may assess registration fees for special events to help cover costs.

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 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.
 - 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. The Constitutional Consultant presents the adopted amendment to the Society Management Committee for approval.
 - C. Amendments take effect when the Subunit receives written notice of their approval by the Management Committee from the Executive Director.

Commented [3]: AFS vs UCI allowances for how we can handle money.

Commented [4R3]: How is this done in the UCSB subunit? Does anyone have this info and if not, would it be worth seeking out for our purposes?

Commented [5R3]: The bylaws for UCSC does say that they would potentially assess registration fees. I actually think this is necessary if we don't want to charge annual fees because we won't have any money otherwise. Could be fees that are for non members. Like if we open the event to the public, then we can ask the public for some money.