

**PROPOSED BYLAWS
SOUTH ATLANTIC CHAPTER OF THE SOCIETY OF WETLAND SCIENTISTS**

ARTICLE 1. NAME AND PURPOSE

1. The official name of this chapter shall be the SOUTH ATLANTIC CHAPTER OF THE SOCIETY OF WETLAND SCIENTISTS. The objectives of the Chapter shall be to encourage communication of wetlands issues and research activities in the South Atlantic region (Virginia, West Virginia, North and South Carolina, Georgia, Florida, Puerto Rico, and the Virgin Islands), and to sponsor meetings and other activities which foster interaction of wetland scientists and managers in the region. The Chapter shall be governed in all of its operation by the constitution and bylaws of the SWS.
2. The Chapter shall have the power, either directly or indirectly, either alone or in conjunction with others, to do any and all lawful activities for the fostering, advancing, or accomplishing of Chapter affairs and objectives, and to aid and assist other organizations whose objectives may further foster, advance or accomplish Chapter objectives.
3. The Chapter shall not have nor exercise any power, nor directly or indirectly engage in any activity, that would cause the SWS to lose its exempt status from Federal income taxation as a corporation as described in Section 501 (c) (3) of the Internal Revenue Code of 1954 and its regulations, as the same now exist or as they may be amended in the future.

ARTICLE 2. MEMBERSHIP

Any member of the SWS who resides within the Chapter's region is considered an active member of the Chapter. Herein, a "member in good standing" means a member whose dues are paid.

ARTICLE 3. GOVERNANCE

1. The elected officers of the Chapter shall be a Chair, Vice-Chair, and Secretary-Treasurer. These officers, plus the immediate Past Chair, constitute the Executive Committee, and they are authorized to act on behalf of the Chapter during intervals between annual meetings. The terms of office shall be two years for the Vice-Chair and the Chair, elected in alternate years, and three years for the Secretary Treasurer. The Past Chair shall serve for two years. Terms of office will commence and terminate immediately following the SWS annual meeting.
2. Nominations for office shall be solicited by the Chair, and new officers shall be elected by a majority vote of members in good standing, conducted prior to the annual meeting. Only active members in good standing shall be eligible for nomination for an elected office. Election shall be by ballot. Ballots may be submitted via surface mail, electronic mail, or Internet polling, as determined to be fair and appropriate by the Executive Committee. The Secretary-Treasurer shall certify the voting status of members.
3. No member of the Chapter will represent the Chapter without prior approval of the Executive Committee, nor represent the SWS without prior approval of the Society's Board of Directors.

ARTICLE 4. MEETINGS

The Chapter shall hold its business meeting at the annual meeting of the SWS, and the members present shall constitute a quorum for transaction of official business. The Chapter shall also meet with the Association of Southeastern Biologists (herein, ASB) at their annual meeting, and may organize Chapter meetings at other times and places as appropriate.

ARTICLE 5. STANDING RULES

The Executive Committee is authorized to adopt and amend Standing Rules for conduct of Chapter business, as necessary, by majority vote. Standing rules shall include, but not be limited to, matters pertaining to Chapter finances, duties of Chapter officers, provisions for establishment of standing committees or special committees, and authorization of Chapter publications.

ARTICLE 6. AMENDMENT OF BYLAWS

The Chapter bylaws may be amended by a two-thirds vote of the members in good standing attending any annual business meeting of the Chapter, provided that notice of the proposed amendment has been provided to the members at least 30 days prior to the date of the meeting.

PROPOSED STANDING RULES SOUTH ATLANTIC CHAPTER OF THE SOCIETY OF WETLAND SCIENTISTS

Section 1. Duties of the Chair. The Chair shall preside at the business meeting of the Chapter, shall authorize expenditures of Chapter funds, and shall promote the interests of the Chapter in every reasonable way. The Chair shall represent the Chapter on the Board of Directors of the SWS and shall appoint standing or special committees as required to promote the interest of the Chapter. Such committees shall serve until the conclusion of the next annual business meeting of the Chapter and be reappointed at the discretion of the Chair. The Chair shall serve as the Program Chair and shall plan and arrange Chapter programs and activities.

Section 2. Duties of the Vice-Chair. The Vice-Chair shall assist the Chair and shall perform the duties of the Chair whenever that person is unable to act. The Vice-Chair shall be responsible for producing the Chapter newsletters.

Section 3. Duties of the Secretary-Treasurer. The Secretary-Treasurer shall maintain files and records of Chapter business, maintain financial ledgers and accounts of the Chapter, and process requests for payment. The Secretary-Treasurer shall maintain and update copies of the Chapter bylaws and standing rules, distribute the newsletter, and hold Chapter elections.

Section 4. Salaries and Expenses. Officers or committee-persons of the Chapter shall not receive any salary; neither shall they receive any clerical or other expenses unless approved in advance by the Executive Committee. If necessary to ensure Chapter representation, the Executive Committee may approve limited travel expenses to the SWS annual meeting and mid-year SWS business meeting for the Chair or his/her designee.

Section 5. Newsletter. A Chapter newsletter shall be published three times annually, which will include reports of business from meetings of the SWS and ASB, solicitation of nominations for officers, announcements of meetings and elections, and other items of interest to members.

Section 6. Standing Committees. Standing committees, composed of members in good standing, shall be appointed by the Chair and shall assist in the conduct of affairs of the Chapter. Standing committees shall report at the annual business meeting of the Chapter. The term of duty for members of Standing Committees shall extend from their appointment until the following business meeting, unless otherwise specified.

- a) Nominations Committee. This committee will be chaired by the Past Chair, and shall be responsible for recommending candidates for elected offices. Nominations for office are to be solicited from the membership through the newsletter or other Chapter communications, as appropriate.
- b) Awards Committee. This committee will be chaired by the Past Chair, and shall be responsible for evaluating candidates for the ASB student travel awards or other awards, and for communicating the recommendations to the Executive Committee for decision.

Section 7. Special Committees. Special committees may be appointed to assist the Chair and Executive Committee with activities or services that are generally short-term and of a non-recurring nature. Special Committees will report to the Chair and to the membership at the annual business meeting.