

Bylaws of the Association of Southeastern Biologists
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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 select annually at least one nominee 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 entire membership and posted on the website eight weeks prior to the Annual Meeting, and a call for additional nominations from the membership will be issued. The Nominating Committee must verify that each proposed nominee is a member in good standing and is willing to serve if elected.

Section 3. Nominations will close six weeks prior to the Annual Meeting and voting will open five weeks prior to the Annual Meeting.

Section 4. Results will be compiled by the Nominating Committee and reported to the Executive Committee prior to the Annual Banquet. Results will be retained by the Nominating Committee for a minimum of one year.

Section 5. After the election results have been determined, those elected will fill expired terms on the Executive Committee.

Section 6. A President-Elect shall be elected every other year and shall serve a 1-year term, then a 2-year term as President and a 2-year term as Past President.

Section 7. 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 8. A Secretary shall each be elected for a 3-year term and shall be eligible for reelection.

Section 9. The Treasurer and an Associate Treasurer shall comprise the Treasury Office. An Associate Treasurer shall be elected for a 3-year term. At the close of her or his term of office, the Associate Treasurer shall become Treasurer, serve a 3-year term, and then may elect candidacy for the office of Associate Treasurer. The Associate Treasurer shall become Treasurer in the event that the Treasurer can serve no longer.

Article III - Duties of Officers

Section 1. The President shall be the executive officer of the Association and chair of the Corporation Board of Directors, for a 2-year term, and shall perform the duties usual to the office. He/she 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 approve and sign the internal and external audits at the annual meeting. The President shall notify Emeritus members of their election. The President shall co-chair the Annual Meetings Arrangements Committee with either the President-Elect or with the Past-President.

Section 2. The President-Elect shall serve a 1-year term during which her/she will keep in close contact with the President and Past President and in effect study the Presidency. 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 shall serve a 2-year term, and 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, Nominating Committee, and of the Past Presidents' Council.

Section 4. The Vice President shall serve a 1-year term and shall be the public relations officer of the Association. He/ she shall organize the program for the plenary of the Annual Meeting. 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. The Treasurer shall keep the Associate Treasurer advised of all transactions of the office.

Article IV - Southeastern Biology

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

Section 2. The Journal Editor, responsible for editing and online publishing of 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 Journal Editor, the Executive Committee may appoint an Associate Editor who would assist the Journal Editor in matters related to the online publication of the journal, a News Editor who would assist the Journal Editor in obtaining news of biology in the Southeast, and other editors as needed.

Section 4. Southeastern Biology shall be available online to all members of the Association.

Section 5. Major changes in editorial policy proposed by the Journal 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 Association Web page will be developed by a Web Administrator. The Administrator shall be a member of the Association, responsible for web development, membership database administration, and software updates associated with the Association's web presence. Information posted on all social media will be monitored and updated by the Web Editor. The Editor shall be a member of the Association and shall serve as the contact person between the Web Administrator and the Executive Committee. The Web Administrator and Editor shall be selected and appointed by the Executive Committee for an indefinite term, and shall be eligible for reappointment for any number of successive 3-year terms.

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 "Leadership Guide 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 President with approval of the Executive Committee shall establish an Archives Office consisting of an Archivist, Associate Archivist, and assistant Archivist each serving a 2-year term. At the close of the Archivist's term, the Associate Archivist assumes that position, and the Assistant becomes the Associate Archivist. The President and Executive Committee can reappoint the former Archivist to the position of Assistant Archivist or appoint someone from the membership to fill that position.

Section 4. The Archives Office 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.

Section 5. The Executive Committee shall appoint a Membership Officer who shall work closely with the Treasury Office 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 and shall be eligible for reappointment for successive 3-year terms.

Section 6. For all meetings of the Executive Committee seven voting members shall constitute a quorum.

Section 7. Serving as the Corporation Board of Directors, the committee shall report to the North Carolina Department of State any changes in specific articles of the Constitution, viz.,

Article I, Section 2., Article VI, and Article VII that treat the Association's Purpose, Disposition of Property, and Incorporation, respectively. The Board may change its registered office or registered agent by notifying the North Carolina Department of State within 60 days after such change takes effect.

Article VII - Standing Committees

Section 1. The following standing committees shall serve the Association:

- A. Auditing Committee (Deleted 4/16/2004)
- B. Committee on Human Diversity (Editorial name change, April 18, 2008)
- C. Conservation Committee
- D. Education Committee
- E. Finance Committee
- F. Graduate Student Support Award Committee
- G. Annual Meeting Arrangements Committee
- H. Meritorious Teaching Award Committee
- I. Nominating Committee
- J. Patron Member and Exhibitor Committee (Deleted 4/15/11)
- K. Past-Presidents' Council
- L. Place of Meeting Committee (Deleted 10/1/2011)
- M. Poster Awards Committee
- N. Publications Committee
- O. Resolutions Committee
- P. Research Awards Committee (Editorial name change, September 29, 2017)
- Q. Student Research Awards Committee
- R. Microbiology Awards Committee
- S. Membership Benefits Committee
- T. Program Committee
- U. Affiliate Societies Committee
- V. John Herr Lifetime Achievement Award

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 Auditing Committee (Deleted 4/16/2004)
- B. 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.

- C.** 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.
- D.** The Education Committee shall explore ways and means by which the Association might contribute to improve 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 have the responsibility for identifying an outstanding teacher to receive the Lucrecia Herr Outstanding Biology Teacher Award. 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.
- E.** 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 or Vice President, and a member of the Executive Committee.
- F.** 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.
- G.** The Annual Meeting Arrangements Committee in consultation with the Executive Committee shall propose to the Executive Committee the site and venue for the annual meeting, provide for meeting space needs in consultation with the Program Committee, and negotiate the costs for space, food, and services. The Committee will engage in meeting audiovisual needs, arranging field trips, and managing the silent auction. The committee shall consist of the President, all six Members-at-Large, and the President-Elect or the Past-President.
- H.** 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 and has been a member of the Association for at least ten years. 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.
- I.** The Nominating Committee shall, with due consideration of suggestions received from the membership, select annually at least one nominee 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.

- J.** The Patron Member and Exhibitor Committee (Deleted 4/15/11)
- K.** 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.
- L.** The Place of Meeting Committee (Deleted 10/1/2011)
- M.** The Poster Awards Committee may each year select a recipient of the Association Poster Award for the meritorious presentation of original research by members at the Annual Meeting. The Committee shall consist of six members appointed for terms of 3 years, with a member appointed annually and serving as Co-chairs in the third year.
- N.** 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).
- O.** 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.
- P.** The Senior Research Awards Committee may each year select a recipient of the Association Senior Research Award for the meritorious presentation of original research by a senior member at the Annual Meeting. The recipient must have been a member of the Association for at least four years. 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.
- Q.** 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.

- R.** The Microbiology Awards Committee may each year select a student or senior member of ASB to receive the Microbiology Award for the meritorious presentation by a senior member at the Annual Meeting. The recipient must have been a member of the Association for at least four years. 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.
- S.** The Membership Benefits Committee shall assist the Membership Officer in the development and implementation of member benefits, and in the recruitment and retention of members. The committee shall consist of the Membership Officer (Chair) and three (3) members appointed for terms of three (3) years, with one a member appointed annually.
- T.** The Program committee shall solicit abstract submissions for the annual meeting in the October issue of Southeastern biology, provide a mechanism for the electronic submission of abstracts, establish appropriate sessions for presentations, and prepare the program for publication on the webpage and in Southeastern Biology. The committee shall consist of three members, appointed for indefinite terms, with the President appointing one member to serve as Chair.
- U.** The Affiliate Societies Committee shall bring all proposals, problems, and concerns of the Affiliate Societies to the Executive Committee for action. 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. The member appointed annually shall be selected from a new affiliate society, one that has not currently furnished a member for the committee.
- V.** The John Herr Lifetime Achievement Award Committee shall consider proposed recipients of the award and shall notify the Executive Committee of their selections. The committee shall consist of Three Past Presidents 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, with colleges, universities, or scientific institutions throughout the Southeast recognized as featured institutions, shall be convened each spring 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 Annual Meeting Arrangements Committee and the Program Committee by the date set by the Journal 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 Program 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. Amendments adopted at the Annual Business Meeting shall be submitted to the membership-at-large for final adoption which shall require a three-fourths majority of those voting.

Section 2. Amendments to these bylaws shall take effect at the close of the meeting at which they were adopted.