

Bylaws of the Québec Student Subunit of the Atlantic International Chapter of the American Fisheries Society

Article I. Name and Objectives

1. The name of this organization shall be the Québec Student Subunit of the Atlantic International 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. In addition, the Subunit also has the following objective:

Promote collaboration between students and Chapter, Division, and Society members. Encourage the education and professional development of students in regional fisheries, conservation and aquatic sciences. Engage the community through student led activities and outreach.

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 students, postdoctoral researchers, faculty, and alumni from universities, colleges, and other institutions of higher learning throughout the Province of Québec who are active members of the Chapter. This includes, but is not limited to: McGill University, Concordia University, Université de Montréal, L'Université du Québec à Montréal, Université du Québec à Trois-Rivières, Université du Québec à Chicoutimi, and Université Laval.
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, President Elect, Secretary and Treasurer.
2. All officers must be members in good standing of the Society.
3. Officers shall be nominated by members in good standing of the Society. Officers shall be elected by a majority of ballots casts and election methods shall be determined by the Executive Committee.
4. Terms of newly-elected officers shall change at the meeting closest in time to the Society's annual meeting.
5. The Subunit Officers shall serve for a period of one year in each office, and shall be ineligible for re-election of the same position for a period of one year after the expiration of their term.

6. In the event of a vacated position, the Executive Committee shall appoint a qualified replacement to fill the unexpired term until elections can be held by subunit membership.
7. No elected officer or appointed committee member of the Subunit shall receive any salary of 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 Atlantic International 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 President Elect shall:
 - a. Serve on the Executive Committee;
 - b. Serve as the chair of the Nominating Committee;
 - c. Serve as the chair of the Program Committee; and
 - d. Shall assume the duties of the President in the event of their absence or inability to act.
3. The Secretary shall:
 - a. Keep the official records of the Subunit;
 - b. Create the agenda and record minutes for all meetings.
 - c. Submit minutes of the annual Subunit meeting to the President of the Atlantic International Chapter within 30 days after the annual Subunit meeting;
 - d. Serve on the Executive Committee; and
 - e. Conduct the election.
4. The 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 of 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; and
- d. Serve on the Executive Committee.

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.
5. Executive Committee meetings are called by the President and are typically held three times a year.

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 active Subunit membership (i.e., in good standing of the Society and regularly attend meetings).
3. Business and voting may be conducted via mail or electronic media (e.g., Doodle poll) 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 has established the following Standing Committees:

Mentoring committee – match graduate and undergraduate students based on interest for the mentoring program and monitor for misconduct. The goal of the program is to mentor undergraduate students and train them in fisheries and aquatic science techniques, while providing graduate students with leadership and mentoring opportunities. Graduate students may use their research as a way to teach lab or field techniques, but the intent of the program is education, and should not be viewed as a way to get free technicians.

Science Communication committee – create, monitor, and update the student subunit website and social media platforms. Announce meetings, events, and special activities. Post photographs and short descriptions of past events.

Article VIII. Dues and Fees

1. The Executive Committee shall establish annual dues subject to approval of the members voting at the September meeting.
2. The Executive Committee may assess registration fees for meetings.

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