

**Bylaws of the  
University of New Hampshire 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 University of New Hampshire 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 objectives:
  - a. Advance knowledge of fisheries, aquaculture, and aquatic science at UNH;
  - b. Promote the professional development of UNH students; and
  - c. Facilitate collaboration among students and fisheries and aquaculture professionals at UNH.
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 those UNH students, faculty, and alumni who are interested in fisheries and aquatic science and who are Active Members of the Chapter.
2. Only Active Members of the subunit may vote, hold office, or chair a committee.

**ARTICLE III. Officers**

1. The officers of the Subunit shall consist of a President, a Vice President, a Secretary, and a Treasurer.
2. All officers must be members in good standing of the Subunit. The President must be a member in good standing of the Society.
3. Officers shall be nominated by a Nominating Committee. Officers shall be elected by a majority of ballots cast and election methods shall be determined by the Executive Committee.
4. Terms of newly elected officers shall change at the beginning of the spring semester.
5. The Subunit Officers shall serve for a period of one year in each office, with a maximum limit of two consecutive terms in a single office.
6. In the event of a vacated position, the Executive Committee shall appoint a qualified

replacement to fill the unexpired term.

7. No elected officer or appointed committee member of the Subunit shall receive any salary or other compensation. Expenses may be defrayed from funds available to the Subunit when authorized by the Executive Committee.

8. The Advisor of the Subunit shall be a UNH faculty member.

#### **ARTICLE IV. Duties of Officers**

1. The President shall:

- a. Preside at all meetings;
- b. Serve as Chair of the Executive Committee;
- c. Represent the Subunit to the Chapter;
- d. Appoint all committees except the Nominating Committee;
- e. Coordinate the activities of the Subunit's standing and technical committees, and serve as liaison between such committees and the Executive Committee;
- f. Conduct official correspondence for the Subunit and present a report 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. Assume the duties of the President, if the President is absent or unable to act;
- b. Chair the Nominating committee, and address student membership concerns of the Subunit;
- c. Serve on the Executive Committee; and
- d. Advance to the office of President at the end of the term.

3. The Secretary shall:

- a. Keep the official records of the Subunit;
- b. Record and submit minutes of the annual Subunit business meeting to the Executive Director and to the secretary-treasurer of the Chapter within 30 days after the annual Subunit meeting;
- c. Manage the Subunit's social media accounts, maintain screening process for social media posts;
- d. Serve on the Executive Committee.

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 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. Submit a record of receipts and disbursements at the Annual Chapter meeting, establish necessary banking arrangements, prepare and file necessary tax returns and other official 3 documents necessary to keep the Subunit in good legal and financial standing, and maintain financial records for review by Society officers and staff as needed or required;
- e. 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. Those with voting privileges shall be the President, Vice President, Secretary, and Treasurer.
2. The Executive Committee is authorized to act on behalf of the Subunit between annual meetings.
3. A quorum is required for transaction of official business at an Executive Committee meeting. A quorum for an Executive Committee meeting shall consist of all three members. Executive Committee members can appoint a proxy.
4. Each member of the Executive Committee shall have one vote on Executive Committee decisions.
5. Executive Committee meetings are called by the President and are typically held two times per year.

#### **ARTICLE VI. Meetings and Voting**

1. The Subunit shall meet at least once per semester at a place designated by its Executive Committee. Special meetings may be called by the President with approval of the Executive Committee.
2. A quorum is required for transaction of official business and shall be thirty percent of the Subunit membership.
3. Business and voting may be conducted via electronic media, if approved by the Executive Committee.
4. The Executive Committee reserves the right to conduct meetings according to the latest edition of Robert's Rules of Order, but it is not mandated by these Bylaws.

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.

#### **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 annual Subunit meetings and interim meetings of the Executive Committee.

3. The Subunit has established the following Standing Committees:

a. Nominating Committee. — Prepare a slate of candidates for the Subunit offices of Vice President and Secretary-Treasurer. The Chair of the committee shall direct the nomination and voting procedure and tally the votes.

#### **ARTICLE VIII. Dues and Fees**

1. The Executive Committee shall establish annual dues subject to approval of the members voting at the annual meeting.

2. The Executive Committee may assess registration fees for annual 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. 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.

c. Changes to the Subunit Bylaws must be submitted and approved by the Executive Committee of the Chapter before taking effect.

d. 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's Management Committee for approval.

e. Amendments take effect when the Unit receives written notice of their approval by the Management Committee from the Society Executive Director.