

Bylaws of the **Institution Name** STUDENT SUBUNIT
of the
United States Aquaculture Society,
a Chapter of the World Aquaculture Society
Institution Name, City, State
Date

Section I. Name:

The name of this organization shall be the **Educational Institution** Student Subunit (SUBUNIT) of the United States Aquaculture Society (USAS), a Chapter of the World Aquaculture Society (WAS).

Section II. Goals of the Section:

The SUBUNIT has the following primary objectives:

- a) To provide an organized forum for the discussion of issues and ideas among students and the USAS;
- b) To improve communication among aquaculture students and to promote USAS activities at the student and local level; and
- c) To increase representation of student membership in the USAS.

Section III. Membership:

Membership in the SUBUNIT shall be open to all students, staff and faculty who share in the common goals of the SUBUNIT. Membership in the USAS and WAS are not required; however, all officers and faculty advisors must be members in good standing of USAS and WAS. SUBUNIT members are encouraged to become members of USAS and WAS in order to secure the benefits of these organizations. Each SUBUNIT member is entitled to one vote on all matters requiring approval of the membership.

Section IV. Officers:

The officers of the SUBUNIT shall be the President, Vice President, Treasurer, and Editor/Secretary. All officers comprise the Executive Board. The SUBUNIT will also have a faculty advisor(s). All officers and faculty advisors must be members in good standing of USAS and WAS.

- a) All officers shall be elected for a term of one year, or until a successor is duly elected. Officers shall serve without salary or compensation for their services. No officer shall hold the same office for consecutive terms, unless an alternative is unavailable.
- b) Student members shall nominate candidates for officer positions. Only students are eligible for officer positions. Officers shall be elected by electronic or paper

- ballot received by members. Officers shall be elected by a majority of those voting.
- c) In the event of a vacated position, the remaining SUBUNIT Executive Board shall appoint a qualified replacement for the unexpired term.

Section V. Duties of Officers:

- a) President: The PRESIDENT is responsible for the conduct of business and the organization of the SUBUNIT. He/she shall preside over all annual, special, and Board meetings, shall make such appointments as are authorized in the Bylaws, and shall exercise such other functions and responsibilities as may be determined from time to time by action of the SUBUNIT or the Executive Board of which he/she is the Chair. The President is authorized to from time to time, appoint ad hoc committees from the membership of the SUBUNIT to perform various duties as, in the discretion of the President, may seem appropriate. The President shall also serve as ex-officio member of all committees.
- b) Vice-President: The Vice-President shall perform the duties of the President in the absence of the President and shall appoint and chair a student SUBUNIT member committee for nominating candidates for SUBUNIT offices. The Vice-President shall perform other duties and functions authorized by the President.
- c) Treasurer: The Treasurer shall maintain a current list of all funds received, pay all bills, keep an itemized account of all receipts and disbursements, present an annual report to the Student Subunit Committee as part of the SUBUNIT's annual report, and present reports to the membership at business meetings and at other times as requested by the members of the SUBUNIT.
- d) Editor/Secretary: The Editor/Secretary shall maintain a current list of membership, keep track of minutes at meetings, edit any fliers/posters, present reports to the membership at the business meetings and at other times as requested by the members of the SUBUNIT, and present annual reports on SUBUNIT activities and accomplishments to the USAS Student Subunit Committee.

Section VI. Updates for USAS Public Communications:

The Student Liaison to the USAS will incorporate SUBUNIT news from annual and other reports into the student article for various USAS news streams.

Section VII. Financial:

- a) At the Executive Board meeting prior to the annual business meeting, the President in collaboration with the Treasurer shall submit for Board approval a proposed budget for the ensuing year.
- b) The membership of the SUBUNIT shall discuss and vote on the budget at the annual business meeting.
- c) Motions that direct or require the expenditure of funds of the SUBUNIT may be accepted from the floor at any properly called meeting of the SUBUNIT. Approval

of said expenses must be approved by a majority of the members present at said meeting.

d) The signing officers of the SUBUNIT are the President and Treasurer.

Section VIII. Meetings:

The SUBUNIT shall hold at least one business meeting annually. The annual business meeting of the membership shall be held at the time and place set by the Executive Board. The Editor/Secretary shall provide, through appropriate published materials a written notice thereof, not less than two weeks previous to such meeting. Said notice shall contain a description of any proposed or contemplated amendments to the Bylaws of the SUBUNIT. Other meetings may be called as deemed necessary by the Executive Board. The Executive Board shall meet as often as deemed necessary and reasonable by the President, but shall meet at least twice per year.

Section IX. Voting and Quorum:

Decisions at the business meetings of the SUBUNIT shall be conducted in accordance with the Bylaws of the USAS. A quorum at business meetings shall be at least 30% of the SUBUNIT. A quorum for Executive Board meetings shall be at least 2/3 of the board.

Section X. Amendments to Bylaws:

These Bylaws may be amended, altered or rescinded by a majority vote of those members present at an Annual Business Meeting for which proper notice has been given and a quorum is present. The Editor/Secretary shall ensure that all such changes to the Bylaws are communicated to the membership at the earliest opportunity.

A petition for change in the Bylaws can be submitted to the Executive Board by ten percent (10%) of the membership. The Board shall review the recommended changes and offer them, with recommendations, to the membership for majority vote.