

## ***Southern Appalachian Botanical Society*** **By-Laws**

### **Article I - Membership and Dues**

Section 1. Each member shall pay dues in accordance with her/his category or membership by December 31st of each year.

Section 2. The rates for dues in each category (Individual, Student, Sustaining, Family, Life, and Emeritus), on recommendation of the Council, shall be established by vote of the membership at the annual meeting.

Section 3. Application for membership shall be accompanied by a payment covering the first year's dues.

Section 4. Members with dues in arrears shall be permitted to continue in their membership until March 1 of the next year. Those who fail to pay the dues in arrears shall be dropped from the membership list. Individuals who renew after this date and request paper copies of the journal will receive only those issues printed following their renewal date.

### **Article II - Elections**

Section 1. Table 1 attached to these By-Laws shows comprehensively the terms for all elected offices. The service years in the table shall be updated and distributed to Council by the Recording Secretary in the fourth year of her/his term and attached to any new printing of the By-Laws.

Section 2.

- A) Each year the Nominating Committee shall prepare a slate of at least two nominees for each office vacancy to be filled except for those of Treasurer, Membership Secretary, and Recording Secretary where only one nomination may be offered. Members shall be encouraged to recommend to the Committee persons qualified to fill the vacant offices. The Nominating Committee shall obtain the consent of the nominees, shall present the nominees to the Council for review at the fall Council meeting, and then shall make the final judgment on the nomination for each office.
- B) The report of the Nominating Committee with names and affiliations of the proposed nominees, shall be presented to the Membership Secretary by the Fall Council meeting, or September 30, whichever comes first. Upon receipt, the Membership Secretary shall confirm that all proposed nominees are members of the society and will contact each nominee for a short professional biography. The slate shall be voted on at the Fall Council meeting or electronically. By October 15 or two weeks following the Fall Council meeting, whichever is earlier, the membership Secretary will forward the names and biographies of all nominees to the Treasurer for inclusion in the annual dues notice.
- C) The ballots shall be received and counted by the Treasurer and presented to the Council prior to the annual meeting. The Council will verify the vote count and return the ballots to the Treasurer who shall retain them for one year.
- D) A majority vote will constitute election to office. Where more than one person is elected to a position (e.g., members-at-large of the Council), the two or more receiving the highest number of votes shall be declared elected. In the event of a tie vote for any office, election to that office shall be decided by a majority vote of the members in attendance at the annual meeting.

Section 3.

- A) A President-elect shall be elected every other year and shall become President at the close of the next annual meeting (Table 1).
- B) The President shall serve the office for a term of two (2) years (Table 1).
- C) The Past President shall remain in service to the society for one year following her/his term as President (Table 1).
- D) The Treasurer, Membership Secretary and Recording Secretary shall each be elected for a term of four (4) years (Table 1).
- E) A Member-at-Large for the Council shall be elected each year for a term of two (2) years (Table 1).
- F) The Editor-in-Chief shall be elected to a term of three (3) years and may be re-elected (Table 1).

Section 4. Should an officer other than that of President or President-elect become vacant during the year, the Council shall appoint a member to fill that office until the next election.

Section 5. Officers and Editorial Board members shall assume the duties of their office at the close of the annual meeting in which they were elected.

Section 6. Any officer or Editorial Board member may not succeed her/himself for more than three consecutive terms except with Council approval.

### **Article III - Duties of Officers**

Section 1. The President shall direct the activities of the Society and shall preside at the annual meeting, special meetings, and meetings of the Council. Each year at the annual meeting, the incoming President or President entering the second year of her/his term shall appoint a member to the Nominating Committee and shall also call for any recommendations from the floor to be considered by that committee. With the advice of the Council, he/she will appoint all standing committee members whose position is not determined by the By-Laws and may appoint *ad hoc* committees for special tasks. The President shall assist, as required, in the coordination of the joint program of the Society with that of the Association of Southeastern Biologists.

Section 2. The President-Elect shall discharge the duties of a second year President during her/his absence from any meeting. In the event of death, resignation, or incapacity of the President in her/his second year of office, the President-Elect shall become President of the society for the remainder of the term and shall assume her/his regular two-year term of office. With the death, resignation, or incapacity of the President-Elect, the Nominating Committee will prepare a slate of at least two nominees for the office. Election of a replacement will occur in a timely fashion and in accordance with the procedures for regular elections. The President-elect will serve as the Chair of the Nominating Committee during her/his term.

Section 3. The Past President shall discharge the duties of a first year President during her/his absence from any meeting. In the event of death, resignation, or incapacity of the President in her/his first year of office, the Past President shall become President of the Society for the remainder of the term. The Past president shall serve as the Chair of the Nominating Committee during his/her term, and as an advisor to the President during the first year of her/his term.

Section 4. The Treasurer shall receive and deposit dues, income and monies donated to the Society, arrange for subscriptions to libraries, pay society bills in a timely fashion, forward membership information from dues and subscription payments to the Membership Secretary, keep records of all accounts, prepare financial reports for the annual meeting and for meetings of the Council, and prepare the society tax return.

Section 5. The Recording Secretary shall record and arrange distribution of the minutes of the Council meetings, the annual meeting, and any special meetings and shall have the responsibility for mailing other documents and information as necessary. The minutes for Council meetings shall be distributed to members of the Council, to other participants in the meeting, and to any member mentioned in the minutes. Minutes of the annual meeting or any special meeting shall be posted to the website and announced in *Chinquapin*. The recording secretary shall maintain up-to-date copies of the Constitution and bylaws.

Section 6. The Membership Secretary shall keep the membership list up-to-date (with assistance of the Treasurer), serve as the primary agent for the Society communications and contractual relationships, insure the mailing of annual dues notices, financial reports and other documents to the membership, ensure that back issues of the journal and newsletter are sent to members and subscribers, coordinate the development and distribution of the society brochure and website, and retain copies of Society correspondence for inclusion in the Archives.

#### **Article IV - Duties of Editorial Board**

Section 1. The Editorial Board shall serve to edit the journal *Castanea*, set editorial policy, and issue directives regarding the scope and content of the journal. The Editor-in-Chief shall manage manuscripts, grant final acceptance of a manuscript, and work to improve the journal image in consultation with the Council. Subject Matter Editors will solicit reviews of submitted manuscripts and make recommendations on them to the Editor-in-Chief.

#### **Article V - Council**

Section 1. The Council shall have the management and control of the Society and its property and affairs. It shall direct the expenditure of the Society's funds.

Section 2. A meeting of the Council shall be held in the fall of each year and again prior to the annual meeting. The Chairs of Standing Committees and the Managing Editor may attend these meetings and participate in the actions taken by the Council.

Section 3. The Council shall discuss recommendations and suggestions from committees and individual members and shall, where appropriate, bring these matters to the general membership for consideration.

Section 4. Each year at its fall meeting, the Council shall advise the President regarding appointments to standing committees.

Section 5. The Council may establish special *ad hoc* committees as needed. Members of committees so established shall be appointed by the President.

#### **Article VI - Standing Committees**

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

- A) Elizabeth Ann Bartholomew Award Committee
- B) Finance Committee
- C) Nominating Committee
- D) Richard and Minnie Windler Award Committee
- E) Symposium Committee

- F) Earl Core Student Award Committee
- G) Student Presentation Awards Committee

Section 2. The number of members and terms of office for each committee shall remain undesignated and left to the discretion of the office of the President unless otherwise specified. The duties of the standing committees shall be as follows:

- A) The Elizabeth Ann Bartholomew Award Committee shall consist of three members appointed for terms of three years, with a member appointed annually and serving as Chair in the third year of her/his term. This award is presented to individuals who have distinguished themselves in professional and public service that advances our knowledge and appreciation of the world of plants and their scientific, cultural, and aesthetic values. Each year the committee shall solicit nominations and select the recipient of the Elizabeth Ann Bartholomew Award.
- B) The Finance Committee shall consist of the Treasurer, and two additional officers of the council and appointed by the Council at its fall meeting. The committee shall advise the President and Council on all matters regarding financial policies, commitments, and investments of the organization.
- C) The Nominating Committee shall consist of the three Council members-at-Large and the President-elect or Past President, and one additional member. The committee shall prepare nominations for each office vacancy for the ensuing term. One or more nominees shall be designated for the offices of Treasurer, Membership Secretary and Recording Secretary, and two or more nominees shall be offered for each one of the other office vacancies.
- D) The Richard and Minnie Windler Award Committee shall consist of three members appointed by the President for three-year terms, with a member appointed annually and serving as Chair in the third year of her/his term. Preference shall be given to past *Castanea* editors. One or more non-voting members may be appointed to the committee to serve in an advisory capacity. The recipient(s) of the Richard and Minnie Windler Award shall be the author(s) of the best systematic botany paper published the preceding year in *Castanea*. The committee shall select the recipient(s) and present the award at the annual meeting.
- E) The Symposium Committee shall consist of a chair and two members of the council. Committee members will be appointed by Council at its Fall meeting and serve for two years. The committee shall select and present to Council potential symposium topics and speakers for approval at the fall meeting. Symposia do not need to be proposed every year.
- F) The Earl Core Student Award Committee shall consist of three members selected by the president, each serving a three year term and staggered such that one new member is selected each year. The recipients of the award shall be selected from students who submit a research proposal. Both the student and their research advisor shall be members of the society. The committee shall select the recipient(s) and present a monetary award at the annual meeting.
- G) The Student Presentation Awards Committee shall consist of three members selected by the president, each serving a three year term and staggered such that one new member is selected each year. Each person becomes chair during their third year. The recipients of the award shall be selected from the categories of contributed paper, and poster presentation. The committee shall select the recipient(s) and present a monetary award at the annual meeting.

## Article VII - Audit

Section 1. The fiscal year of the society is January 1 through December 31.

Section 2. Each year at its fall meeting, the Council shall appoint three members to an *ad hoc* Auditing Committee composed of two officers plus one member-at-large to Council. Before the Spring meeting of the Council, they shall act to audit the financial records of the Treasurer from the previous fiscal year.

Section 3. At the close of the term of office of the Treasurer, an accountant retained by the Council shall assist the Auditing Committee with an audit of the financial records over the previous four years.

### **Article VIII - Archives**

Section 1. The Recording Secretary shall maintain correspondence with the persons who maintain the Archives at West Virginia University, Morgantown.

Section 2. Each year the Recording Secretary shall forward to the Archives the minutes of the Council meetings and of the annual meeting, financial reports obtained from the Treasurer, and other historical documents designated for the Archives by the Council.

Section 3. The Recording Secretary shall maintain correspondence with the archivist, as appointed by the council, who maintains the archives at WVU, Morgantown.

### **Article IX - Amendments**

Section 1. These By-Laws may be amended by a simple majority of those members voting by mail, provided notice of the proposed amendment(s) has been sent to all members of the Society at least thirty (30) days in advance of the deadline for receipt of ballots by the Membership Secretary or a designee approved by the Council and provided the amendment has been proposed by the Council or by a committee authorized by the Society at an annual meeting.

Section 2. Amendments to these By-Laws shall take effect as soon as adopted by vote of the membership.

Section 3. At the annual meeting or by mail throughout the year, members may submit proposed amendments for consideration by the Council.

Approved, as amended, and adopted by the membership: 16 April 1999; amended 15 October 2001; amended 15 June 2002; amended 15 April 2005. Amended 20 April 2007; editorial updates, May 2008 (chairman replaced by chair); amended April 2009; amended April 2010.

**TABLE 1:** Tenure for selected officers on SABS Council, years 2007-2016. The President will start as President-elect during the first year (1), will be president during year two and three (2,3), then serve as Past-president during the fourth year (4). The Recording Secretary, Membership Secretary and Treasurer serve four-year terms (1,2,3,4) while the editors serve three years (1,2,3), and Members-at-Large serve two years (1,2). Starting in 2012 one at-large member elected in odd years, two elected in event years.

**President-elect (1), President (2,3), Past-president (4)**

| Start time (April) | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 |
|--------------------|------|------|------|------|------|------|------|------|------|------|
| Neufeld            | 3    | 4    |      |      |      |      |      |      |      |      |
| McMullen           | 1    | 2    | 3    | 4    |      |      |      |      |      |      |
| Musselman          |      |      | 1    | 2    | 3    | 4    |      |      |      |      |
| Zomlefer           |      |      |      |      | 1    | 2    | 3    | 4    |      |      |
| Mathews            |      |      |      |      |      |      | 1    | 2    | 3    | 4    |

**Recording Secretary**

| Start time (April) | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 |
|--------------------|------|------|------|------|------|------|------|------|------|------|
| Douglas            | 3    | 4    |      |      |      |      |      |      |      |      |
| Douglas            |      |      | 1    | 2    | 3    | 4    |      |      |      |      |
| Farmer             |      |      |      |      |      |      | 1    | 2    | 3    | 4    |

**Membership Secretary**

| Start time (April) | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 |
|--------------------|------|------|------|------|------|------|------|------|------|------|
| Cox                | 4    |      |      |      |      |      |      |      |      |      |
| Cox (Held finish)  |      | 1    | 2    | 3    | 4    |      |      |      |      |      |
| Held               |      |      |      |      |      | 1    | 2    | 3    | 4    |      |

**Treasurer**

| Start time (April) | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 |
|--------------------|------|------|------|------|------|------|------|------|------|------|
| Horn               | 2    | 3    | 4    |      |      |      |      |      |      |      |
| Horn               |      |      |      | 1    | 2    | 3    | 4    |      |      |      |
| TBD                |      |      |      |      |      |      |      | 1    | 2    | 3    |

**Editor-in-Chief for *Castanea***

| Start time (April) | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 |
|--------------------|------|------|------|------|------|------|------|------|------|------|
| Pascarella         |      | 1    | 2    | 3    |      |      |      |      |      |      |
| Pascarella         |      |      |      |      | 1    | 2    | 3    |      |      |      |
| TBD                |      |      |      |      |      |      |      | 1    | 2    | 3    |

**Members-at-Large to Council**

| Start time (April) | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 |
|--------------------|------|------|------|------|------|------|------|------|------|------|
| Schotz             | 1    | 2    |      |      |      |      |      |      |      |      |
| Mathews            |      | 1    | 2    |      |      |      |      |      |      |      |
| Zomlefer           |      |      | 1    | 2    |      |      |      |      |      |      |
| Alford             |      |      |      | 1    | 2    |      |      |      |      |      |
| Lickey             |      |      |      |      | 1    | 2    |      |      |      |      |
| Alford             |      |      |      |      |      | 1    | 2    |      |      |      |
| Carter             |      |      |      |      |      | 1    | 2    |      |      |      |
| Keener             |      |      |      |      |      |      | 1    | 2    |      |      |
| TBD                |      |      |      |      |      |      |      | 1    | 2    |      |
| TBD                |      |      |      |      |      |      |      | 1    | 2    |      |

This table revised as required in Article II, Section 1: November 2013