

# ATLANTIC SOCIETY OF FISH AND WILDLIFE BIOLOGISTS

## CONSTITUTION

### 1. NAME & PURPOSE

- a. The name of this organization shall be The Atlantic Society of Fish and Wildlife Biologists hereafter referred to as the Society.
- b. The purposes of the society are:

1. To keep its members informed about current problems and issues in fisheries and wildlife biology and to provide for an exchange of expertise and information between Atlantic area biologists working in these fields.
2. To encourage the training and development of fisheries and wildlife biologists in Atlantic Canada.
3. To promote the wise use and management of fish and wildlife resources in Atlantic Canada.
4. To provide professional group services to member biologists; such as access to journals, and information exchange.

### 2. MEMBERSHIP

- a. Biologists and related professionals (for example, enforcement officer, and technical and biological support staff) residing in New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland may join as regular members.
- b. Student members of the society shall have a vote in the Society's affairs.
- c. Annual dues shall be set by the Society's executive body or at the annual meeting.

### 3. MEETINGS

- a. The Society shall hold at least one meeting annually, at a time and place designated by the Executive. The program and presentation of papers shall be the responsibility of the Vice President-Program, who may form a Program Committee.

### 4. OFFICERS OF THE SOCIETY

- a. Officers of the society shall consist of a President, Vice-President responsible for Program, Vice-President responsible for Membership, Vice-President responsible for Student Affairs, Past-President responsible for resolutions, Newsletter Editor, Secretary-Treasurer and Website Manager. These officers shall form the Executive of the Society.
- b. Officers shall be regular members of the Society elected at the Society's Annual Meeting.

- c. Officers of the Society shall be elected for two year terms with the exception of the Vice President-Program who shall serve a one year term, and the Vice President Student Affairs who may serve either a one or two year term.
- d. Any vacancy among the officers shall be filled by appointment by the Executive for the unexpired term.
- e. In the event of a cancellation of an annual meeting, the officers and the members of any committee shall continue to serve until the next scheduled meeting.

## 5. **DUTIES OF OFFICERS**

- a. The president of the Society shall preside at all meetings, serve as Chairman of the Executive, make such appointments and perform other duties and functions as are authorized and necessary. The President shall represent the Society in communications with media, governments and other societies.
- b. The Vice President-Program shall be chairman of a program committee responsible for organizing the annual chapter meeting and shall assume the duties of the President when necessary.
- c. The Vice President - Membership shall chair a committee to organize and implement an active annual membership campaign. A report on the activities of the committee is to be presented at the annual business meeting.
- d. The Vice-President - Student Affairs shall promote the Society and its programs to students of fish and wildlife biology attending Universities and Technical Schools within the Atlantic Region.
- e. The Past President- shall chair a committee to investigate concerns of the membership as they relate to the purposes of the Society. The committee shall prepare appropriately worded resolutions if required, with supporting documentation for presentation to the membership at the annual meeting. The Past President will also be in charge of a nominating committee for new executive officers.
- f. The Newsletter Editor, with assistance from Society membership, shall publish at least two editions of the Newsletter annually.
- g. The Secretary-Treasurer shall keep the official records of the Society, collect and be custodian of any funds collected or allotted for the business of the Society, disburse funds as may be authorized and necessary, and submit a record of receipts and disbursements at the annual Society meeting. This record shall be audited by one or more regular members other than officers prior to submission.
- h. The Website Manager with assistance from Society membership and Executive, shall maintain the Society's webpage.

## 6. **EXECUTIVE COMMITTEE**

- a. The Executive Committee of the Society shall consist of the officers of the Society.
- b. The Executive Committee is authorized to act for the Society between meetings and to perform appropriate duties and functions.

7. **SOCIETY COMMITTEES**

- a. Members and chairmen of committees, other than those specified in this constitution, shall be appointed by the President as may be necessary to conduct the Society's activities.
- b. The terms of office for members of Society committees shall end upon discharge of the duties for which they were appointed, or upon presentation of an activity report at the annual meeting of the Society, whichever occurs first.

8. **ELECTION OF MEMBERS**

- a. Application for regular, student and associate membership in the Atlantic Society of Fish and Wildlife Biologists may be received by the Secretary-Treasurer of the Society.

9. **FINANCIAL AFFAIRS**

- a. Financial transactions of the Society shall require the approval of the Executive Committee or be directed by the Membership.
- b. The Secretary-Treasurer shall open and maintain an association bank account for the funds of the Society.
- c. The Secretary-Treasurer shall collect and disburse such funds as necessary for financing Society activities, in accordance with Section 9.a and 5.g. Two executive persons shall have signing authority on the Society account.

10. **QUORUM**

- a. A minimum of 25% of the regular members, or 20 regular members of the society, whichever is less, will be necessary for a quorum at the annual meeting.
- b. A minimum of 3 members of the Executive Committee will form a quorum of that Committee.

11. **REGISTRATION**

- a. The Executive Committee may assess each registrant attending an annual meeting of the Society, a registration fee necessary to cover the costs of the meeting and any transactions.

12. **FISCAL YEAR**

- a. The fiscal year of the Society shall be November 1 to October 31.

13. **AMENDMENTS OF THE CONSTITUTION**

- a. The constitution of the Society may be amended by a vote of a quorum of the Society's members, normally at a regular business meeting.

14. **NEWSLETTER**

- a. In accordance with 5 (e) the Society shall publish at least two editions of the Newsletter annually.
- b. The Editor shall attempt to have the Newsletter partially or wholly supported by his/her or a local agency.

**This revision prepared October, 2009 to incorporate changes enacted at annual meetings since 1987.**