

# **Bylaws of the Colorado State University Student Subunit of the Colorado-Wyoming Chapter of the American Fisheries Society**

## **Article I. Name and Objectives**

1. NAME - The name of this organization shall be the Colorado State University Student Subunit of the Colorado-Wyoming Chapter of the American Fisheries Society, as part of the American Fisheries Society, hereinafter referred to as the Subunit, Chapter, and Society, respectively.
2. OBJECTIVES - 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:
  - i) To increase awareness and appreciation of fisheries-related resources and activities, at the university level, and to provide opportunities and encourage involvement of student members at the professional level.
  - ii) To increase educational opportunities for both student members and the community.
  - iii) To encourage high scholastic standards of achievement as well as recognize and commend outstanding work.
  - iv) Provide support for members interested in a professional career in fisheries.
  - v) To maintain positive, active, and working relationships with other Colorado State University student organizations, professional fisheries organizations and agencies, and our parent chapter, The Colorado-Wyoming Chapter of the American Fisheries Society.
3. AUTHORIZATION - All activities of this Subunit shall conform to the Society's Constitution, Rules, and Procedures. The Subunit shall maintain affiliation with the Student Organizations Office required by Colorado State University regulations (Criteria for recognition is posted on their website: <http://www.sc.colostate.edu/studentorg/criteria.html>).
4. PURPOSE – The Subunit is organized exclusively for charitable, religious, educational, and scientific purposes under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
5. DISSOLUTION – Upon the dissolution of The Subunit, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

## Article II. Membership

1. ACTIVE MEMBER – An active member is any Colorado State University student who has paid current semester dues. Only active members may officially represent the Subunit on business, and only active members of both the Subunit and Society may chair a committee, vote, and hold office. Active membership is open to all Colorado State University Students with the right to vote.
2. ASSOCIATE MEMBER – An associate member is any interested person attending meetings but has not paid current dues, including but not limited to fisheries professionals, members of the community, and alumni members of the club. Associate members may not vote, chair a committee, or hold office in the Subunit.
3. ADVISORY FACULTY MEMBER – The advisory member is a faculty member at Colorado State University who is also an active member of the Society, and is appointed by the President of the Subunit. The advisory faculty member may not vote in the Subunit but can offer advice to the organization.
4. CHARTER MEMBER – A charter member is any member in good standing on the organization membership roll as of March 15, 1966.
5. DUES – Each active member shall pay annual dues of \$10, which can be split up to \$5 per semester to the Subunit treasurer. Active membership is valid from the date dues are paid to the following August, coinciding with the start of a new school year.
6. MEMBERSHIP RULES OF ORDER – Colorado State University does not discriminate on the basis of race, age, color, religion, national origin, or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression.
7. MEMBER REMOVAL – In order to remove a member, a 2/3 majority vote in favor of removal must be achieved by the executive committee, written notice must be given 7 days prior (at a minimum), and the student has the right to due process, the right to speak on their behalf, and the right to appeal the decision.

## Article III. Elections and Officers

### Section 1: Officers

1. The officers of the Subunit shall consist of a President, Vice President, and Secretary, Treasurer, Student Liaison, Aquarium Curator, two (2) Assistant Aquarium Curators, and Advisory Faculty Member. The first eight positions (excluding the Advisory Faculty Member) listed above are to be held only by active members of the Society who shall be fee paying, fully matriculated students at Colorado State University. Officers will not pay dues while holding office, but will retain the rights of active membership during that time. While holding office, officers must maintain a minimum cumulative grade point average of 2.25, if the student officer falls below this requirement during their term in office, a semester probationary period will be established. The executive committee can appoint another active member of the Subunit to act as a replacement for that officer during the probationary period. The appointed replacement must meet all of the requirements of holding office of the Subunit. To remove an officer, written notice must

be given 7 days in advance (at a minimum) the officer has the right to due process, the right to speak on their behalf, and the right to appeal the decision of removal.

## Section 2: Nominations and Elections

1. Nominations of officers shall be by any active member of the Subunit.
2. All nominations must be for active members and may be nominated for one or more elective positions; however, no member shall hold more than one elective position simultaneously.
3. The nominee must maintain a minimum cumulative grade point average of 2.25 at the time of elections.
4. Nominees must be active members for the entire term (school year) of which they are nominated.
5. The president must receive all nominations no less than two weeks prior to the election, and must also inform the electorate of the nominations no less than two weeks prior to the election.
6. Prior approval must be obtained from the nominees.
7. Elections will be held prior to the last meeting of the school year, during the spring semester.
8. Candidates receiving a simple majority of the active members in attendance at the election meeting shall be declared elected.
9. Elected officers shall assume their duties as of the last day of spring semester. Officers may only serve one term (school year) in their elected position, and will not be allowed to run for the same officer position for one term (school year) after the end of their service.
10. The president and vice-president will have attained upper division (junior, senior, or graduate student) status upon taking office.
11. 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 Chapter and Society and at the Department of Fish, Wildlife, and Conservation Biology faculty meetings.
  - f. Conduct official correspondence for the Subunit and present reports of Subunit activities at the annual Chapter meeting; and

- g. Make such appointments and perform other duties and functions as are authorized and necessary.
- 2. The Vice President shall:
  - a. Serve on the Executive Committee;
  - b. Assume the duties of the president in the absence or inability of the president to serve;
  - c. Serve as the chair of the Program Committee; and
  - d. Shall assume the duties of the President in the event of his/her absence or inability to act.
- 3. The Treasurer shall:
  - a. Serve on the Executive Committee;
  - b. Collect and be custodian of any fees or assessments authorized by these bylaws or funds allotted to the Subunit by the Society, Chapter, or by any other source;
  - c. Keep all financial records of the Subunit organized and readily available if needed.
  - d. Be an official signer on the Subunit bank account;
  - e. Maintain records and act as the Subunit custodian of the Subunit Endowment Fund with the Western Division of the American Fisheries Society endowment fund;
  - f. Submit, at the annual business meeting, an annual report on Subunit finances for the previous fiscal year, and expected finances for the upcoming fiscal year; and
  - g. Prepare and submit Subunit tax forms to the Internal Revenue Service.
- 4. The Secretary shall:
  - a. Serve on the Executive Committee;
  - b. Keep the official records of the Subunit;
  - c. Disseminate information concerning student members (including but not limited to: meeting flyers, t-shirts, bulletin board, other displays, award plaque engraving, etc.); and
  - d. Record and make available to all active members the minutes of the annual Subunit business meeting;
- 5. The Student Liaison shall:
  - a. Serve on the Executive Committee;
  - b. Represent the Subunit when delegated by the President;
  - c. Maintain the Subunit website and social media used by the Subunit; and
  - d. Plan and coordinate activities with other student organizations and other social events (including but not limited to: Fish fry, NR Days, Fin-Fur Cup).
- 6. The Aquarium Curator shall:
  - a. Serve on the Executive Committee;

- b. Maintain the Subunit aquariums in the J.V.K. Wagar Building, including maintaining current permits with Colorado State University IACUC; and
  - c. Act as a liaison between the Subunit and public in matters concerning the Subunit aquariums.
7. The Assistant Aquarium Curators:
- a. Serve on the Executive Committee; and
  - b. Assist with maintaining the Subunit aquariums.

## **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 business 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. The voting members of the Executive Committee are as follows: President, Vice-President, Secretary, Treasurer, Student Liaison, Aquarium Curator, and up to two (2) Assistant Aquarium Curators. 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. REGULAR MEETINGS – Regular meetings shall be held biweekly throughout the school year, with specific days approved by the Executive Committee before the school year begins. Meetings will not be held during the first week of classes in either fall or spring semesters, during university-wide breaks, or during finals week in either fall or spring semesters.
2. BUSINESS MEETING – The Subunit shall hold an annual business meeting, during the spring semester, at a time and place decided by the Subunit Executive Committee. A quorum of at least 1/5 of the Subunit Voting Membership of the previous school year is required for transaction of official Subunit business.
3. SPECIAL EVENTS – The Executive Committee may call special meetings or activities at any time during or outside of the school year, and may or may not be held on campus. There must be at least one officer present at any Subunit sanctioned event.
4. Business and voting may be conducted, in person, via mail, or electronically if approved by the Executive Committee.
5. 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.

6. 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.

### **Article VIII. Dues and Fees**

1. The collection of membership dues will be approved annually by the incoming executive committee, and will be overseen by the Treasurer.

### **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 at any regular business meeting 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 Management Committee for approval.
  - C. Amendments take effect when the Subunit receives written notice of their approval by the Management Committee from the Executive Director.