

## **Bylaws of the Southeastern Chapter of the Society of Herbarium Curators**

### *Article I - Membership and Dues*

Section 1. Annual dues shall be set by the membership on recommendation by the Executive Committee

Section 2. Application for membership shall be accompanied by a payment to the Society Treasurer covering the first year's dues to the Society and to the Chapter.

Section 3. Members with dues in arrears shall be permitted to continue in their membership for one year. Those who fail to pay the dues in arrears plus current dues by the dues date of the second year shall be dropped from the membership list.

### *Article II - Election of Officers*

Section 1. Each year the Nominating Committee shall prepare a slate of at least two nominees for each office vacancy to be filled except for that of Secretary where only one nominee may be offered. Members shall be encouraged to recommend to the Committee persons qualified to fill the vacant offices.

Section 2. The slate of nominees shall be presented to the membership prior to the Annual Meeting, and the election shall be held during the Annual Meeting. Nominations will be accepted from the floor.

Section 3. The Nominating Committee shall obtain the consent of the nominees and shall present brief biographical sketches of the nominees to the Executive Committee. The Secretary shall send the biographical sketches to the membership in December.

Section 4. At the Annual Meeting, the Secretary shall prepare ballots which shall be distributed and collected by three tellers appointed by the Chancellor. A majority vote will constitute election to office.

Section 5. During the Annual Meeting, those elected shall be presented to the membership. All ballots shall be deposited with the Secretary who shall retain them for one year.

Section 6. A Chancellor-elect shall be elected every other year and shall become Chancellor at the close of the next annual meeting.

Section 7. The Chancellor shall serve the office for a term of two years.

Section 8. The Past Chancellor shall remain in service to the Chapter for two (2) years following her/his term as Chancellor.

Section 9. The Secretary shall be elected for terms of four years.

Section 10. A Member-at-Large for the Executive Committee shall be elected each year for a term of three years.

Section 11. Should any office become vacant during the year, the Executive Committee shall appoint a member to fill that office until the next election unless otherwise specified in these Bylaws (see Article III).

Section 12. All elected Officers shall assume the duties of their offices at the close of the annual meeting in which they were elected.

### *Article III - Duties of Officers*

Section 1. The Chancellor shall direct the activities of the Chapter and shall preside at the annual meeting, special meetings, and meetings of the Executive Committee. With the advice of the Executive Committee, he/she will appoint all standing committee members except for members of the Herbarium Assistance Committee and the Nominating Committee and may appoint ad hoc committees for special tasks.

Section 2. The Chancellor-elect shall discharge the duties of a second year Chancellor during her/his absence from any meeting. If the Chancellor cannot continue to serve in her/his second year of office, the Chancellor-elect shall become Chancellor of the Chapter for the remainder of the term and then shall assume her/his regular two-year term of office. In the event that the Chancellor-elect cannot complete her/his term of office, the person who received the next highest number of votes shall become Chancellor-elect. If this person is unable to serve, the Executive Committee shall nominate two candidates for the office, one of whom to be elected by the membership by mail ballots.

Section 3. The Past Chancellor, in order to provide continuity in the governance of the Chapter, shall serve as advisor to the Chancellor on matters of past policy. He/she shall discharge the duties of a first-year Chancellor during her/his absence from any meeting. If the Chancellor in her/his first year of office cannot complete her/his first year of service, the Past Chancellor shall become Chancellor of the Chapter for the remainder of the term. At the close of that year, he/she will continue to serve as Past Chancellor for a second year.

Section 4. The Secretary shall serve as the primary agent for Society communications and contractual relationships. He/she shall record the minutes of the Executive Committee meetings, the annual meeting, and any special meetings and shall retain copies of Society documents for inclusion in the Archives. Minutes of the annual meeting or of any special meeting shall be mailed to the membership. Additionally, the Secretary shall keep the membership list up-to-date, insure the mailing of financial reports and other documents to the membership, receive financial reports from the Society Treasurer for the Executive Committee and for the annual meeting. If the Secretary cannot complete her/his term, the Chancellor shall appoint an acting Secretary who shall serve until the next regular election process.

### *Article IV - Executive Committee*

Section 1. The Executive Committee shall manage the Chapter, its property and affairs, and shall direct the expenditure of the Chapter's funds.

Section 2. The Executive Committee shall discuss recommendations and suggestions from committees and individual members and shall, where appropriate, bring these matters to the general membership for consideration.

Section 3. The Executive Committee may establish special ad hoc committees as needed. Members of committees so established shall be appointed by the Chancellor.

Section 4. Members of the Executive Committee may hold more than one office in the Chapter and may serve as an officer in the Society.

#### *Article V - Standing Committees*

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

- A. Affiliate Society Liaison Committee
- B. Herbarium Assistance Committee
- C. Membership Committee
- D. Nominating Committee

Section 2. Committee members, except for those who serve ex officio, shall be appointed either by the Chancellor or by the Executive Committee. The composition and duties of the standing committees shall be as follows:

- A. The Affiliate Society Liaison Committee shall be composed of a Member-at-Large from the Executive Board Committee in her/his second year of service who will serve as chair and two members appointed by the President Chancellor each to serve a two-year term. The Committee will keep the Executive Committee advised on issues and important matters before the Association of Southeastern Biologists and the Southern Appalachian Botanical Society.
- B. The Herbarium Assistance Committee shall be composed of three members, one to serve as Chair, appointed by the Executive Committee for an indefinite term of office. The Committee will devise tactics and extend its efforts toward the reversal of administrative decisions that place herbaria in danger of having their services and functions discontinued.
- C. The Membership Committee shall be composed of three members, one to serve as Chair, appointed by the Chancellor each for a three (3) year term. The Committee shall devise means for bringing the Chapter to the attention of potential members.
- D. The Nominating Committee shall be chaired by the Past **Chancellor** with two Members-at-Large of the Executive Committee in their first and second year of service. The Nominating Committee, with due consideration of suggestions from the membership, shall prepare nominations for each office vacancy for the ensuing term. One or more nominees shall be designated for the office of Secretary and two or more nominees shall be offered for each one of the other office vacancies.

### *Article VI - The Annual Meeting*

Section 1. The Chapter will convene for its Annual Meeting during the Annual Meetings of the Association of Southeastern Biology with which it is affiliated.

Section 2. The Chancellor of the Chapter will prepare an agenda that will include all issues which in her/his judgment should be addressed by the membership. He/she shall include other matters brought forward by the Executive Committee, and may include items suggested by individual members.

Section 3. The Chancellor shall conduct the Annual Meeting, report actions taken by the Executive Board, and call for reports from the Secretary and the Chairs of Committees.

### *Article VII - Archives*

Section 1. The Secretary shall throughout her/his term of office keep the records of the Chapter to include agendas and minutes of all meetings, committee reports, and documents provided by other officers and the Executive Committee.

Section 2. At the close of her/his term of office, the Secretary will pass along the accumulated archives to her/his successor.

Section 3. The Secretary who receives archives accumulated from three terms of the office shall permanently archive all items accumulated during the first two terms in a library of the institution where the Society Archives are accessioned.

### *Article VIII - Amendments*

Section 1. These bylaws may be amended at any Annual Meeting of the Chapter by a two-thirds majority vote of those present.

Section 2. Amendments to the Bylaws shall take effect as soon as adopted by vote of the membership.

These by-laws were ratified by the membership and announced as such on 2 April 2015.

Copyright, The Society of Herbarium Curators, 2 April 2015 this document cannot be used without permission