

## **Bylaws of the Early Career Section of the Society of Herbarium Curators**

### *Article I - Membership and Dues*

Section 1. Annual dues shall be proposed by the Section Executive Committee but initial implementation of annual dues and all subsequent changes to annual dues amounts requires Society Executive Board approval and approval by three-fourths of section members present at the section annual meeting.

Section 2. Application for section membership and payment of any relevant section dues must be submitted to the Society Treasurer. All section members must also be current society members.

Section 3. Section members with society or section 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 due date of the second year shall be removed from the membership list.

### *Article II - Election of Officers and Members-at-Large*

Section 1. Each year the Section Nominating Committee (Article VI) 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 need be offered. Section members shall be encouraged to recommend to the committee persons qualified to fill the vacant offices.

Section 2. The Section Nominating Committee shall obtain the consent and biographical sketches of the nominees and present the biographical sketches to the Section Executive Committee for approval.

Section 3. The Section Secretary will manage the election prior to the annual section meeting. The election shall be held electronically. Write-in nominations will be accepted during the election. The election period will remain open for a minimum of two weeks and maximum of four weeks. Receipt of the greatest number of valid votes will constitute election to office.

Section 4. During the annual section meeting, those elected shall be presented to the membership. The Section Secretary shall retain a record of all votes for one year.

Section 5. A Section President-Elect shall be elected every year and shall become Section President at the close of the annual section meeting in the following year.

Section 6. The Section President shall serve the office for a term of one year.

Section 7. The Section Past President shall remain in service to the Section for one year following her/his term as Section President.

Section 8. The Section Secretary shall be elected for a term of two years.

Section 9. The Section Professional Development Officer shall be elected for a term of two years.

Section 10. A Section Member-at-Large shall be elected each year for a term of two years.

Section 11. All elected officers and members-at-large shall assume the duties of their offices at the close of the annual section meeting immediately following their election.

### *Article III - Duties of Officers and Members-at-Large*

Section 1. The Section President shall direct the activities of the section and shall preside at the annual section meeting, special meetings, and meetings of the Section Executive Committee. With the advice of the Section Executive Committee, he/she may appoint members for special tasks. The Section President shall serve as the primary representative for the Section and agent for communications with the Society Executive Board.

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

Section 3. The Section Past President, in order to provide continuity in the governance of the section, shall serve as advisor to the Section President on matters of past policy.

Section 4. The Section Secretary shall serve as the primary agent for section communications except in communications with the Society Executive Board. He/she shall record the minutes of the Section Executive Committee meetings, the annual section meeting, and any special meetings and shall retain copies of section documents for inclusion in the archives. Minutes of the annual section meeting or of any special meeting shall be sent to the Section Executive Committee and Society President for comment within two weeks of the event. Additionally, the Section Secretary shall work with the Society Treasurer to keep the section membership list and section financial records up-to-date. If the Section Secretary cannot complete her/his term, the Section President shall appoint an acting Section Secretary who shall serve until the next regularly scheduled election process.

Section 5. The Professional Development Officer shall serve the professional development needs of the section.

Section 6. The Members-at-Large shall provide representation for the general membership of the section to the executive committee and serve on the nomination committee.

### *Article IV – Officer and Member-at-Large Vacancies*

Section 1. A section officer or member-at-large may be removed from his/her position for misconduct or consistent failure to conduct his/her duties as described in Article III. An officer may be removed by a unanimous vote of all remaining Section Executive Committee members. The removal is effective immediately after the unanimous vote.

Section 2. An officer or member-at-large may resign from his or her position by issuing a written letter of resignation to the remaining Section Executive Committee members and the Society President.

Section 3. Should any office or member-at-large position become vacant during the year, the Section President shall appoint a member to fill that office until the next election in consultation with the Section Executive Committee unless otherwise specified in these Bylaws (see Article III).

#### *Article V - Executive Committee*

Section 1. The Section Executive Committee shall manage the section and direct the expenditure of the section's funds.

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

Section 3. The Section Executive Committee may establish special ad hoc section committees or section member appointments as needed. Members of section committees so established shall be appointed by the Section President in consultation with the Section Executive Committee.

Section 4. Members of the Section Executive Committee may concurrently hold more than one office in the section and may concurrently serve as an officer or member-at-large in the society.

#### *Article VI – Nominating Committee*

Section 1. The Section Nominating Committee shall be chaired by the Section Past President with the Section Members-at-Large. The Section Nominating Committee, with due consideration of suggestions from the membership, shall prepare nominations for each section office vacancy for the ensuing term. One or more nominees shall be designated for the office of Section Secretary, and two or more nominees shall be offered for each one of the other section office vacancies.

#### *Article VII - The Annual Section Meeting*

Section 1. The section will convene for its annual section meeting at a time and date such that a majority of section members could reasonably attend. The Section President shall set the time and date of the meeting to be no sooner than ten months after the previous annual section meeting and no later than 14 months after the previous annual section meeting unless a date outside of this range is decided by a unanimous vote of the Section Executive Committee. Section members should be notified of the annual section meeting at least one month prior to the meeting and reminded one week prior to the meeting. The annual section meeting may occur virtually using conferencing technologies, at a physical location, or a combination of the two.

Section 2. The Section President will prepare an agenda that will include all issues which in her/his judgment should be addressed by the section membership.

Section 3. The Section President shall conduct the annual section meeting, report actions taken by the Section Executive Board, and call for reports from the Section Secretary, Section Professional Development Officer, and persons in other relevant roles.

*Article VIII - Archives*

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

Section 2. At the close of his/her term of office, the Section Secretary will pass along the accumulated archives to her/his successor with appropriate explanation of their organization and uses.

Section 3. The Section Secretary shall archive section materials in coordination with the Society Secretary according to society policies.

*Article IX - Amendments*

Section 1. These bylaws may be amended at any annual section meeting by a two-thirds majority vote in favor by those present, provided due notice has been sent by the Section Secretary to the section membership at least fourteen days in advance of the meeting, and provided the amendment has been proposed by the Section Executive Committee or by a committee authorized by the section at a previous annual section meeting.

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

This bylaws document was approved by the Society of Herbarium Curators' Executive Board on 22 November 2017.

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