

Bylaws of the Mt. Hood Student Subunit of the Oregon Chapter of the American Fisheries Society

Article I. Name and Objectives

1. The name of this organization shall be the Mt. Hood Student Subunit of the Oregon Chapter of the American Fisheries Society, hereinafter referred to as the Subunit, Chapter, and Society, respectively.
2. The objectives of the subunit shall be to support those of the Society as set forth in Article I of the Constitution. To initiate and complete projects on the local level to aid in the achievement of the goals of the Society. In addition, the Subunit also has the following objective:

The Mt. Hood Community College Student Subunit of AFS has been organized to promote the understanding of fisheries and fisheries related issues and to encourage participation within the American Fisheries Society, fostering a community of students and fisheries professionals. Specific objectives of the Subunit include assisting the Oregon Chapter of the American Fisheries Society with the annual Chapter meeting, as well as encouraging participation, and facilitating increased opportunities for professional development and networking.

All activities of this Subunit shall conform to the Society's Constitution, Rules, and Procedures.

Article II. Membership

1. The membership of the Subunit shall be composed of Mt. Hood Community College students, faculty, and alumni who are active members of the Chapter.
2. Only active members of the Society may vote, hold office, or chair a committee.

Article III. Officers

1. The officers of the Subunit shall consist of a President, Vice President, Secretary-Treasurer, although the latter position may be split between two persons if sufficient interest in the office exists.
2. All officers must be members in good standing of the Society.
3. Officers shall be nominated by a Nominating Committee appointed by the President. It shall be the duty of the Nominating Committee to prepare a slate of nominees for election to the positions of Chapter Officers and Directors. Officers shall be elected by a majority of ballots cast and election methods shall be determined by the Executive Committee.
4. Terms of newly-elected officers shall change at the meeting closest in time to the Society's annual meeting.
5. The Subunit Officers shall serve for a period of one year in each office, and shall be ineligible for re-election for a period of one year after the expiration of their term.
6. In the event of a vacated position, the Executive Committee shall appoint a qualified replacement to fill the unexpired term.
7. No elected officer or appointed committee member of the Subunit shall receive any salary or 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 Oregon Chapter;
 - f. Conduct official correspondence for the Subunit and present reports of Subunit activities at the annual 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. Serve as the chair of the Nominating Committee;
 - 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 Secretary-Treasurer shall:
- a. Keep the official records of the Subunit, collect and be custodian of any fees or assessments authorized by these bylaws or funds allotted to the Subunit by the Society;
 - b. Disburse funds only as authorized by either the membership or Executive Committee;
 - c. Submit, at the monthly Subunit meeting, the monthly financial report for the previous month and a comparison of approved versus actual income and expenditures for the current month;
 - d. Submit minutes of the monthly Subunit meeting to the President of the Oregon Chapter within 30 days after the monthly Subunit meeting;
 - e. Serve on the Executive Committee; and
 - f. Conduct the election.
4. The proposed list of officers is a minimum. Others may be added as needed by the Chapter.

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 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. Each member of the Executive Committee shall have one vote on the Executive Committee decisions. 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 once a month.

Article VI. Meetings and Voting

1. The Subunit shall meet once a month. The Executive Board sets the time and place of the meeting. All general and board meetings shall be open to all members of the Chapter.
2. Special meetings may be called by the President with approval of the Executive Committee.

3. A quorum is required for transactions of official business and shall be a simple majority of Active Members.
4. Business and voting may be conducted via mail or electronic media 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.
2. Standing Committees help the President and the Executive Committee conduct the Subunit's affairs, and the chairs should report their committees' activities, findings, and recommendations at Subunit meetings and interim meetings of the Executive Committee.
3. The Subunit may establish the following Standing Committees based on its needs:
 - a. MEMBERSHIP COMMITTEE maintains or increases Subunit membership and recommends appropriate measures to attract new members and retain existing members.
 - b. NOMINATING COMMITTEE names a slate of candidates for the Subunit offices of President-elect, Vice-president, and Secretary-Treasurer according to procedures approved by the Governing Board. (see Article III(3))
 - c. PROGRAM COMMITTEE assembles and administers the program for the monthly Subunit meeting.
 - d. RAFFLE COMMITTEE organizes and conducts a Subunit raffle held in conjunction with the monthly meeting with proceeds going to the Subunit.

ARTICLE VIII. Dues and Fees

1. No dues will be assessed for membership. The Executive Committee reserves the right to set fees to cover the costs of special events, if appropriate.

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 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's Management Committee for approval.
 - C. Amendments take effect when the Subunit receives written notice of their approval by the Society's Management Committee from the Society's Executive Director.