

# Soil and Water Conservation Society Firman E. Bear Chapter (New Jersey) Bylaws

## Article B-1- Council

**Section 1.** The Council shall (a) control and manage the affairs and funds of the Chapter; (b) fill any vacancy occurring in the membership of the Council; (c) recommend to the Chapter the adoption of amendments or revisions of the constitution and bylaws; (d) perform other such duties as may be prescribed in the bylaws; (e) resolve any questions regarding the election or term of any Council member not covered by these bylaws; and (f) in the event of a tie vote in election, vote to break the tie.

**Section 2.** The President may call meetings of the Council, by a majority of the Council, or by a petition of 100% of the members in good standing. At least ten (10) days notice of the date and place of each meeting and of the general nature of the business to be acted on shall be given to all members of the Council by mail or in person; provided that in case of an emergency, which shall be stated in the notice, a meeting may be called on less than ten (10) days notice.

**Section 3.** A majority of the members of the Council shall be required for a quorum for the transaction of business and, except as may be otherwise specifically provided in the bylaws, a majority vote of the members of the Council voting on any matter within the scope of the authority of the Council shall be required for its determination.

**Section 4.** The Council shall annually appoint the delegate and alternate delegate to the House of Delegates of the Society. The person so designated shall be certified to the Society by April 1<sup>st</sup> of the year they are to serve.

## Article B-II- Terms of Office

**Section 1.** Terms of elected officers and Councilpersons shall commence on January 1 of the year immediately following their election.

**Section 2.** The President shall serve a one-year term. The President-elect shall automatically assume the office of President upon the expiration of the President's term. The immediate Past President shall remain on the Council for a term of one year. The Secretary and Treasurer shall serve two-year terms. The term of Secretary and Treasurer are to expire in alternating years. Each of the three Councilpersons shall serve a three-year term expiring in different years. The Student Councilperson shall serve a one-year term.

## Article B-III- Duties

**Section 1.** The President shall preside at meetings of the Chapter and of the Council. He/she shall appoint all committees with the approval of the Council. Approval of the Council shall consist of an affirmative concurrence by a majority of the Council members present. The President shall perform all other duties incidental to the office.

**Section 2.** The President-elect shall perform the duties of the President in cases of absence or disability of the President. The President-elect shall assist the President in selecting membership to serve on Standing and Technical Committees. The President-elect shall serve as the general Chairperson for the Fall Annual Meeting.

**Section 3.** The Secretary shall (a) keep minutes of all regular and special meetings of the Chapter and the Council; (b) at the direction of the President, issue notices of all meetings; (c) be the official correspondent of the Chapter; (d) submit an annual report of Chapter activities to the Chapter; and (e) perform all other duties incident to the position.

**Section 4.** The Treasurer shall (a) submit a fiscal report at each Council meeting; (b) submit an annual fiscal report to the Chapter, (c) be responsible for all funds of the Chapter, (d) keep an official roster of Chapter members and dues paid; and (e) perform all other duties incident to the position.

**Section 5.** Councilpersons shall represent the members-at-large of the Student members on the Council. The Councilpersons shall serve as advisors to the Chapter officers.

**Section 6.** The President and Past President shall be responsible for planning and arrangements of the Fall Annual Meeting. The President-elect shall be responsible for the planning and arrangements of the Spring Meeting.

## **Article B-IV - Nomination and Election**

**Section 1.** The President shall appoint a nominating committee, consisting of Chapter members, not later than August 1 of the year that the election will be held.

**Section 2.** The nominating committee shall nominate and submit to the President by September 15 of the same year, a list of qualified candidates of Chapter officers and Councilpersons to be filled, except for the Student Councilperson. The nominating committee shall first contact the candidate to be nominated to ascertain that the candidate will serve if elected. Nominations may also be made by submitting a written petition signed by not less than ten (10) Chapter members, submitted to the President by September 15 of the same year in which the election is to take place.

The Student Councilperson shall be elected from the Chapter's Student members by such process as the Student Chapters designate. The results of the student election shall be announced at the Fall Annual Meeting.

**Section 3.** The election of officers and Councilpersons shall be by secret ballot. Ballots will be mailed to all Chapter members no later than October 15 of the same year. Such ballots must be returned to the Secretary by the date of the Fall Annual Meeting specified prior to the mailing of the ballots, or by a date determined by the Council and reported in the ballot mailing in the event that a Fall Annual Meeting is not planned. The ballots will be counted by a committee appointed by the President. The candidate receiving the largest number of votes shall be declared elected.

**Section 4.** A vacancy in the office of the President-elect, Secretary, or Treasurer shall be filled for the unexpired term by the President, designating a member of the Council to take the duties of the vacant office. The President shall fill vacancies of the Councilpersons for the unexpired term with the approval of the Council.

## **Article B. V - Meetings**

**Section 1.** The Chapter shall hold an Annual Meeting in the fall and other meetings as determined by the President. A written petition submitted to the President and signed by not less than fifteen (15) Chapter members may call a special meeting of the Chapter. All meetings will have an advance notice of not less than ten (10) days.

**Section 2.** A Chapter officer and ten (10) members shall constitute a quorum for the transaction of business at a meeting of the Chapter.

**Section 3.** All members shall have the privilege of the floor at any meeting of the Chapter and shall have the right to vote on any proposition or at any election.

## **Article B-VI- [Committees](#)**

**Section 1.** Standing and Technical Committees may be created by the President or by the Council for any purpose within the scope of the objectives of the Society. Special temporary committees may be created by the President for like purposes not otherwise provided for. The President shall appoint the members of all committees with the approval of the Council.

**Section 2.** No committee shall expend Chapter funds unless authorized by the Council. All committees shall prepare a written report on their activities as directed by the Council. All committees shall prepare an Annual summary to be presented at the Fall Annual Meeting.

## **Article B-VII- Dues and Finances**

**Section 1.** Annual dues of the Chapter shall be the amount recommended by the Council and approved by a majority of the members in accordance with Article B-IX. Members shall submit their dues to the Society with the Society membership dues. Life members shall submit their dues to the Treasurer.

**Section 2.** All funds received by the Chapter, whether derived through dues or other sources, except such funds as are required to be remitted to the Society, shall be paid into the treasury of the Chapter and may be disbursed as directed by the Council.

## **Article B-VIII - Status and Dissolution**

**Section 1.** The Chapter is a non-profit organization without capital stock, dedicated to the furtherance of conservation for the benefit of the general public and not for the monetary profit or gain of its members.

**Section 2.** The Chapter may be dissolved by vote of the Council or by two-thirds of the members present at a Chapter meeting, provided that a written notice of the intention to vote upon dissolution is sent to each Chapter member sixty (60) days prior to the date of the meeting.

**Section 3.** If dissolution is favorably acted upon, all just debts shall be paid out of the funds of the Chapter. All remaining moneys and other assets shall be transferred to the [Society](#). All records, correspondence and other papers shall be forwarded to the Society.

## **Article B-IX- Amendments**

**Section 1.** These bylaws may be amended by a majority vote of mail ballots or of Chapter members present at any meeting of the Chapter providing notice of all proposed changes have been mailed to all members at least fifteen (15) days prior to the closing date for mail ballots or date of the meeting if the vote is to be taken at the meeting.

**Section 2.** Bylaws and amendments shall become effective immediately upon their adoption unless otherwise provided for in the amendment.

## **Article B-X- Bylaws**

**Section 1.** Anything contained in these bylaws or in any bylaw adopted by the Chapter deemed to be in conflict with the bylaws of the Soil and Water Conservation Society or any provision thereof shall be void and of no effect.

**Section 2.** Student Chapter may adopt their own bylaws and should conduct all business in accordance with the adopted bylaws. Each Student Chapter may file a copy of the adopted bylaws and any revisions thereof with the Secretary of the Firman E. Bear Chapter.

## **Article B-XI- Policies**

**Section 1.** Policies adopted or established by the Chapter or Council are Instruments for the administration or management of Chapter affairs or activities. These policies are not amendments to or part of the bylaws. The policies shall be an appendix to the bylaws for the purpose of assisting the officers, Councilperson, and members in the administration of the Chapter.

## **Article B-XII- Parliamentary Authority**

**Section 1.** The rules contained in "Robert's Rules of Order - Revised!" shall govern the Chapter in all cases to which they are applicable, and in which they are not inconsistent with the bylaws or the special rules of order of this Chapter.

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