

# **Bylaws of the Central California Coast Chapter of the Society for Conservation Biology**

## **Article I Membership**

*Section 1. Voting Member.* Any member of the Society for Conservation Biology who has an interest in the objectives and the activities of the Chapter may join the Chapter as a voting member. Only voting members may be elected to Chapter officer positions and vote on official matters affecting the Chapter. If the Chapter assesses dues, all voting members shall be responsible for payment.

*Section 2. Expulsion - Grounds for termination of membership in the Chapter.* Membership shall terminate upon the occurrence of any of the following events: (1) Upon member's notice of such termination delivered to the President or Communications Officer of the Chapter, personally, by mail or by email, (2) Upon a determination by the Executive Board of the Chapter that the member has engaged in conduct materially and seriously prejudicial to the interests or purposes of the Chapter.

## **Article II Officers**

There will be four elected officers: Two Co-Presidents, one Chief Financial Officer and one Communications Officer. The officers shall constitute the Executive Board. Only the Executive Board may officially represent the Chapter on business of the Society. Elections for office will be held at the annual Business Meeting (see Article X). Term of office will be one year. All officers must be voting members of the Chapter.

## **Article III Nominations and Elections**

*Section 1 Nominations.* Nominations should be solicited by the Executive Board. All nominees must be voting members. Prior approval shall be obtained from said candidates. The nomination slate shall be submitted by the Communications Officer to the membership, at least 10 days prior to the Business Meeting.

*Section 2. Balloting.* Ballots shall be received from the members by the Communications Officer and shall be counted by the Executive Board. The Co-Presidents shall appoint a replacement to count ballots for any member of the Executive Board who has been nominated. The candidate receiving the largest number of votes on the ballots shall be declared elected at the Business Meeting.

*Section 3. Vacancies.* All office vacancies occurring during an officer's term shall be filled by appointment by the Executive Board (including Co-Presidents).

*Section 4 Special Elections.* A special election may be held at any time during a period of dormancy (Article XII) to reactivate the Chapter.

## **Article IV**

### **Duties of Officers**

*Section 1. Co-Presidents (2).* The Co-Presidents are responsible for organizing and presiding over meetings.

*Section 2. Chief Financial Officer (CFO).* The CFO shall collect dues (if any), maintain accounts, and collect and distribute funds for Chapter activities. The CFO shall coordinate fund raising activities.

*Section 3. Communications Officer.* The Communications Officer is responsible for updating the website at a minimum of annually, in concordance with the policy of the Society for Conservation Biology. The Communications Officer records minutes, administers correspondence between the Chapter and the Society, and maintains historical records and a roster of members.

## **Article V**

### **Committees**

The Executive Board and the membership may at any time decide to form a committee to address a particular issue. Committees shall be chaired by a voting member. The chairperson shall be responsible for appointing the other members of the committee. Committees shall be made up of interested individuals of the membership. Committees should address findings and queries to the Executive Board. Committees for annual events should be formed at the Business Meeting. All committees shall, at any time, be accountable to the Executive Board.

## **Article VI**

### **Finances**

The Chapter will be supported by annual dues, grants, contributions and fund-raising activities. Assessment and amount of Chapter dues (if any) is left to the discretion of the Chapter. Funds of the Chapter shall be under the supervision of the officers, and shall be handled by the Chief Financial Officer.

## **Article VII**

### **Resolutions and Public Advocacy**

The Chapter may make Resolutions and engage in Public Advocacy subject to the conditions described below.

*Section 1. Definitions.*

A “Resolution” is any public statement that reflects the position or view of the Chapter.

“Public Advocacy” is any public activity by the Chapter in support of a Chapter Resolution.

*Section 2. Conditions for Declaration of Resolutions and Public Advocacy.*

Proposed Resolutions must be presented to the membership of the Chapter and approved by a majority of the voting members present and voting at a meeting. A voting member who is absent

may file an absentee ballot. Proposed Resolutions must include the following: (i) a statement of relationship of the Resolution to the objectives of the Society, (ii) a statement of the need for the Resolution, (iii) scientific documentation concerning the circumstances of the Resolution, and (iv) a list of the proposed recipients of the Resolution.

Any Public Advocacy must be based on an approved Resolution. Proposed acts of advocacy must be presented to the membership of the Chapter and approved by a majority of voting members present and voting at a meeting. A voting member who is absent may file an absentee ballot.

**Section 3. Disclaimer of Responsibility by Society for Chapter Activities.**

The Central California Coast Chapter of the Society for Conservation Biology shall claim responsibility for all Resolutions and Public Advocacy enacted by its membership. All public documents or actions shall include the statement: Resolutions (or Advocacy) of the Central California Chapter of the Society for Conservation Biology do not necessarily reflect the views of the Society for Conservation Biology.

**Section 4. Reporting.**

The Chapter shall maintain a website, either hosted at or hyperlinked from the global SCB website, that provides (a) names and contact information for current officers, and (b) resolutions and descriptions of acts of Public Advocacy by the Chapter. The Chapter acknowledges that the SCB Executive Office will not provide web-hosting service for Chapters with officer information over 12 months out of date.

**Article VIII  
Meetings**

*Section 1.* A Business Meeting shall be held each year. The elections for the officers of the Executive Board shall be held at this meeting, or by electronic vote (email). A quorum of 50% of membership or 10 members is required for the Business Meeting.

*Section 2.* An Organizational Meeting shall be held within the first month of the year. The frequency and time of general meetings will be decided by the membership at this time.

*Section 3.* Notice of meetings shall be posted at least one week in advance. At the beginning of each meeting any Chapter or Society business will be discussed prior to the scheduled program. A quorum of 50% of the membership or ten members is required for any meeting at which a vote is called. The business portion of any meeting will be run by an officer present.

**Article IX  
Annual Registration**

*Section 1.* The Communication Officer shall register the chapter annually with the President of the Society for Conservation Biology. Registration will be filed online on the Annual Registration Form.

**Article X**  
**Continuation/Dissolution**

*Section 1.* If the membership fails to elect an Executive Board, the Chapter shall be considered dormant. At that time the outgoing Executive Board shall forward the Chapter's charter, bylaws and remaining funds to the President of the Society. The Chapter may be reactivated at any time within a period of two years by holding a Special Election. The purpose of the Special Election is to vote for an Executive Board.

*Section 2.* If, at the end of two years, there is no interest in reconvening the Chapter, the Chapter's funds shall be permanently transferred to the Society.

**Article XI**  
**Amendment to Bylaws**

*Section 1. Procedure.* The Chapter bylaws will be available for review and inspection on the Chapter's website. Proposals to modify the Chapter bylaws must be approved by a majority of the voting members present and voting at any scheduled meeting of the Chapter. A voting member who is absent may file an absentee ballot.

*Section 2. Conformance.* No amendment to these bylaws shall be enacted that results in a conflict with the bylaws of the Society. Proposed amendments to the Chapter bylaws must be approved by the Society's Board of Governors before becoming effective.

Ratified for the Board of Governors by:

\_\_\_\_\_  
President, Society for Conservation Biology

\_\_\_\_\_  
Date

Ratified by the local chapter:

\_\_\_\_\_  
Chapter Co-President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chapter Co-President

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Date