

Southern Association of Marine Educators

BYLAWS

Article I. Terms and Election of Officers

Section 1. The elected officers – president, president elect, and secretary/treasurer are for a two-year period. The President may not be elected to the president-elect position concurrent with his or her office of president. The officers will assume their elected positions at the end of the business meeting following their election. In case of a vacancy in an office except that of the president, the Executive Board shall fill the vacancy until the next regular election.

Section 2. Election of officers is by a majority vote of members voting. The nominating committee will prepare e-mail ballots to send to the membership at least two months before the annual fall meeting. Only official ballots returned to SAME will be counted. The results of the election will be announced at the business meeting.

Section 3. Nominations may be submitted to the chairman of the nominating committee by the membership during the period called for at least one month before the annual meeting. To qualify for the Presidency, a candidate must have served or presently be serving as a member of the Executive Board. The nominating committee will prepare a slate of at least two candidates for each position to be elected.

Article II. Duties of Elected and Appointed Officers

Section 1. The president will preside at meetings of the Association, Executive Board, and Executive Council, and will appoint all committees not otherwise provided for and is an ex-officio member of all committees.

Section 2. The president-elect will assume all duties of the president in case of absence or resignation.

Section 3. The retiring president holds the office of immediate past-president and serves as chairman of the Nominating Committee and Constitution and Bylaws Committee.

Section 4. The Secretary/Treasurer records and keeps a permanent record of all meetings.

Section 5. The Secretary/Treasurer receives all funds paid to the organization, keeps an up-to-date record of the financially active membership, and expends all funds. The treasurer shall maintain a day-to-day accounting of all income and expenses of the Association, authorize all bills submitted, work with the

Executive Board to develop an annual budget by April of each year, and prepare an annual report of income and expenses for the annual meeting of the Association.

Section 6. The Secretary/Treasurer keeps a current mailing list of the active members.

Section 7. The newsletter editor gathers news of interest to the SAME membership, compiles it and assists in the distribution of newsletters to the active membership of the SAME biannually.

Section 8. The appointed regional state representatives will represent SAME at science education meetings in their respective states. They will actively solicit membership from the educators within their state.

Section 9. Other appointed officers serve in an advisory capacity and represent the membership in their areas of expertise.

Article III. Duties of the Executive Board and Executive Council

Section 1. Upon the Executive Board shall rest the duties, abilities and financial authority for their conduct of the Association in all matters except as stated otherwise in the Constitution or in the Bylaws, or as designated by the assembled membership.

Section 2. Occasionally, an action may need to be taken that does not allow time to assemble a quorum of the membership or of the Executive Board. In such cases the Executive Council shall have full authority for the association in all matters except as stated otherwise in the Constitution or in the Bylaws, or as designated by the assembled membership.

Article IV. Rules of Order

Robert's Rules of Order, Revised, shall be the authority on all questions of procedures not specifically stated in the Constitution and Bylaws.

Article V. Meetings

Section 1. SAME will hold an annual conference each calendar year and a business meeting at NMEA.

Section 2. All Executive Board and Executive Council meetings will be called at the discretion of the president.

Section 3. The annual fall meeting will be rotated throughout the member states, Louisiana, Mississippi, Alabama, and Florida panhandle.

Article VI. Committees

Section 1. Standing Committees. The following standing committees are appointed by the president subject to the approval of the Executive Board.

Program Committee – The program committee will consist of the president-elect, and appointed members. This committee shall plan programs for the annual meeting.

Constitution and Bylaws – The immediate past-president shall serve as chairman of this committee. Other members shall be appointed by the president. The duties of this committee are to study the Constitution and Bylaws and to recommend changes deemed necessary.

Nominations Committee – The immediate past-president will serve as chairperson and the appointed state representatives will serve on this committee or any other person so appointed by the president.

Article VII. Newsletter

The official newsletter of SAME is the *Wavelengths* published for its membership at least twice yearly, one of which will be two months before the annual meeting. The purpose of the newsletter is to inform the membership of SAME and NMEA activities and support the goals of the organization. *Wavelengths* will be e-mailed to current members and posted on the website.

Article IX. Organization

Section 1. SAME shall operate as a non-profit organization.

Section 2. At such time the association has sufficient revenue and expenses to operate under Sections 502 (3)c of the Internal Revenue Code the association will be incorporated and application for 501 (3)c status will be applied for.

Section 3. In the event of dissolution of the association, all assets will be distributed to the National Marine Educators Association.

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