

**BY-LAWS FOR THE  
LOUISIANA ASSOCIATION OF PROFESSIONAL BIOLOGISTS**  
(Ratified 10/99)  
(Last modified 3/2014)

**Article I. ELECTION OF OFFICERS**

Section 1. Officers shall be elected from the membership by email ballot. Brief biographies of each candidate should be published in the newsletter concurrent with mailing of the ballots. Ballots must be received by the Secretary by August 1<sup>st</sup>. Elected officers shall include a President-elect, Secretary, Treasurer, and Editor. The President-elect serves two years in office then assumes the position of President for two years. The President moves to the position of Past-president. The Secretary, Treasurer, and Editor serve for two years, but can be reelected indefinitely.

Section 2. The President shall appoint a nominating committee composed of 3 members in good standing from the general membership. The nominating committee will submit to the Secretary 2 names for President-elect. The committee will also submit names for the office of Treasurer, Secretary, and Editor. The persons who are nominated will be contacted by said committee to secure nominee's consent for candidacy prior to submission of their names to the Secretary.

Section 3. Officers shall be elected by a majority vote from ballots returned by voting members and shall take office at the annual Fall Symposium following the election. The Executive Committee, by a majority vote, will break any tie vote that may occur.

Section 4. If any officer vacates their office, the vacancy will be filled as follows:

- (a) Vacancy in the office of President will be filled by elevating the President-elect. The new President will immediately coordinate a special election for a new President-elect.
- (b) If the President-elect vacates his/her office, the President will immediately hold a special election, but will remain in office until the new officer is in place should this be after the Fall Symposium.
- (c) If the Secretary vacates his/her office, the Treasurer will assume those responsibilities for the duration of the term of office.
- (d) If the Treasurer vacates his/her office, the Past-president will assume those responsibilities for the duration of the term of office.
- (e) If the Past-president vacates his/her office, the position will remain vacant for the duration of the term.
- (f) If the Editor vacates his/her office, the Secretary will assume those responsibilities until a new Editor can be elected.

Section 5. The President, President-elect, Secretary, and Treasurer must be members of the parent chapter of The Wildlife Society. They may join the parent society after being elected.

**Article II. DUTIES OF OFFICERS**

Section 1. The President shall preside at all meetings of the Association and its Executive Committee and shall be an ex-officio member of all committees. The

President shall be empowered to create committees and define their duties. The President shall appoint an Awards Committee in June to determine the recipients of the Association's annual awards, which are presented at the Fall Symposium. The President's key role is to make sure that all responsibilities of the other officers are executed in a timely manner and that the Executive Committee meets at least two times a year. The President should actively solicit articles for the Association's Newsletter. The President must also report all election results to the Executive Director of The Wildlife Society and the President of the Southeast Section.

Section 2. The Past-president or President will organize the Spring Meeting of the Association. This meeting will normally be held in February during the Louisiana Wildlife Federation Convention. This meeting may be a joint meeting with other professional organizations in this state or adjacent states.

Section 3. The President-elect is responsible for organizing the annual Fall Symposium, which is held on a date and at a site determined by the Executive Committee. The President-elect will chair the organizational committee for that meeting and should solicit topics for the meeting before the close of the annual meeting where he/she is installed as an officer of the Association.

Section 4. The Secretary shall assist the Editor with publication of the Newsletter by maintaining up to date mailing lists of all members of the Association. The Secretary will also keep minutes of all regular meetings, present a report of his/her activities at the annual fall meeting, and transfer all organization records to succeeding officers.

Section 5. The Treasurer shall be responsible for funds of the organization, collect membership dues, assist the Secretary with maintaining the membership list, and present a financial statement at the annual meeting. The Treasurer must report a statement of calendar-year income and expenses, and start and end balances to the Executive Director of The Wildlife Society in January of each year.

Section 6. The Editor is responsible for publishing the Newsletter at least **two** times a year. The Editor has final authority on content and format of the Newsletter, but should solicit articles from members of the Association.

### **Article III. DUTIES FO THE EXECUTIVE COMMITTEE**

Section 1. The Executive Committee consists of the six officers of the Association, namely President, Past-president, President-elect, Editor, Secretary, and Treasurer. Between meetings of the Association, the authority of the Association shall be vested in and may be exercised by an Executive Committee. Four members of the Executive Committee shall comprise a quorum for the transaction of business at Executive Committee meetings. Any Executive Committee action may be overridden by two-thirds of the voting members attending a business meeting.

Section 2. The Executive Committee shall manage all affairs, properties, effects, and business of the Association. It shall have the power to:

- a) To suspend or remove from office upon ratification by a majority of members at the next meeting, any officer, either for violation of the By-Laws or of rules adopted by the Association or for any other cause deemed by the Executive Committee sufficient;

- b) To suspend from membership upon ratification by a majority of members at the next meeting, any member or officer of the Association for any cause deemed by it sufficient;
- c) To create committees, prescribe the method of their appointment and define their duties;
- d) To determine eligibility of those persons applying for membership.

#### Article IV. **MEETINGS**

Section 1. The fall business meetings shall be held during the Fall Symposium, which is on a date set by the Executive Committee.

Section 2. A spring business meeting may be held in association with other professional meetings or by a date set by the Executive Committee.

Section 3. Special business meetings shall be held whenever the Executive Committee deems it advisable; they shall be called by the President, upon request, in writing. Special meetings may also be called upon petition by a majority of the Association members. Voting at special meetings shall be the same as at the regular meeting, with each individual member being permitted to cast one vote in person. A notice of the regular meeting shall be mailed to all members at least ten (10) days prior to the holding of the meeting, and notices of all special meetings shall be mailed at least five (5) days prior to the meeting.

Section 4. The order of business of meetings of members shall be: (1) Call to order by the President; (2) Introduction of guests and visitors; (3) Report of the Secretary; (4) Report of the Treasurer; (5) Reports of Committees; (6) Unfinished business; (7) Installation of officers; (8) New Business; (9) Adjournment.

Section 5. A record of all actions of the Executive Committee shall be made available to all members.

Section 6. On questions of procedure not covered in these By-Laws or in the Constitution, Roberts' Rules shall govern.

#### Article V. **DUES**

Section 1. Members of the Louisiana Association of Professional Biologists shall (1) pay annual dues to become due and payable on the date of the fall meeting of each year, or (2) pay a one-time fee for a life membership. All dues are to be paid directly to the Treasurer of the Association. Amount of dues for each category of membership (regular, student, or life) will be determined by the Executive Committee and increases in dues voted on at regular business meetings.

Section 2. Any person who shall fail to pay such dues by January 1<sup>st</sup> following their coming due, shall be considered no longer in good standing, but may be restored to good standing upon payment of dues at any time during the year. Any person who shall fail to pay annual dues for a period of one year after same became due and payable shall no longer be a member of the Association. Reinstatement of membership shall be allowed by payment of dues.

#### Article VI. **RESOLUTIONS AND PUBLIC STATEMENTS**

Section 1. Members of the Louisiana Association of Professional Biologists may submit resolutions to the President or President-elect prior to any business meeting of

the association. Resolutions must be submitted to any member of the Executive Committee four weeks prior to the meeting. The resolution deadline may be waived with a 2/3 vote of the members present if the resolution is clearly written.

Section 2. Resolutions will be adopted or rejected by a majority vote of the membership present at a business meeting. Approved resolutions must be transmitted to Louisiana Wildlife Federation, The Wildlife Society, the Southeast Section President, and the Southeast Section Representative.

Section 3. The Association shall not issue statements that are in conflict with the policy of The Wildlife Society without prior approval of The Society's Council. Statements and resolutions shall conform to The Wildlife Society's policy regarding conservation affairs.

#### Article VII. **AMMENDMENTS**

Amendments to the Constitution must be ratified by 2/3 majority of all members present at annual business meetings. Amendments to the By-Laws require a majority vote of the members present at a meeting.