

# NAML Membership Meeting Minutes

## October 5, 2023

Prepared by Lou Burnett, NAML Executive Director

### Held at

[Schiller Coastal Studies Center](#)

Bowdoin College, Brunswick, Maine

*In-person and virtual meeting*

- **Call to order.** The meeting was called to order by Dave Carlon, NAML President at 2:00 p.m. EDT. A quorum was present.

- **Approval of Minutes.**  
The minutes of the 3 Mar 2023 Membership Business meeting were approved as submitted by acclamation.

- Summary of NAML Actions since the last meeting on 3 Mar 2023.
  - 29 Mar 2023, Ratification of new NAML Regular member, medium-size institution, Univ. of Wisconsin, Superior, Lake Superior Research Institute; 63 of 101 Delegates voted to ratify the new membership by electronic ballot.
  - 26 Apr 2023, Ratification of new NAML Regular member, medium-size institution, AltaSea; 62 of 102 Delegates voted to ratify the new membership by electronic ballot.

### Election of NAML President-Elect

- The NAML Nominating Committee (Sue Ebanks - Chair, Clark Alexander, Loretta Battaglia) nominated Dave Eggleston, Delegate of NC State University, Center for Marine Sciences and Technology (CMAST) for election to NAML President-Elect. The normal rotation of the President-Elect fell to SAML for 2024. NEAMGLL will be the next in the rotation to provide a candidate for President-Elect in the fall of 2025 to take office in 2026. Notice of the nomination was provided to members on 29 Aug 2023.
  - **Candidate Biography.** Dr. David Eggleston is a *University and Alumni Distinguished Professor* at NC State University, and serves as Director of NC State's marine laboratory, the Center for Marine Sciences and Technology (CMAST), located in Morehead City, North Carolina. He leads the Marine Ecology and Conservation program at NC State University, which emphasizes testing and refining general ecological theory and concepts in marine systems with the goal that answers will: (1) make important contributions to our understanding of ecological patterns and processes in marine ecosystems, and (2) be applied to sustainable management of natural resources and coastal communities. Research topics over his 38-year career span fisheries ecology, habitat restoration and ecological engineering, conservation biology, deep-sea biology, detecting ecological impacts, behavioral ecology, population dynamics and modeling, and marine science education. Eggleston serves on the advisory boards of state, national and international coastal and marine science organizations. Of relevance to NAML, he has served as Member-At-Large, Treasurer, President-Elect, President, and Past-President of the Southern Association of Marine Labs. Eggleston has been recognized for excellence in research by the National Science Foundation via an *Early Career Award*, excellence in coastal stewardship by the *Coastal and Estuarine Research Federation*,

excellence in outreach via an *Outstanding Extension Service Award* by NC State University and is a member of the *NC Academy of Outstanding Teachers*. He loves scuba-diving, boating, fishing, and playing drums in local bands.

- There were no nominations from the floor.

**Election.** In-person delegates voted by raising hands with unanimous approval and 17 virtual delegates voted to approve in an electronic poll. **Dave Eggleston was approved as NAML President-Elect beginning in 2024.**

**NAML Bylaws Amendments**

- The NAML Board of Directors proposed a number of bylaws amendments. Notice of the proposed amendments was provided to members on 29 Aug 2023. The proposed amendments largely clarify issues around voting electronically in elections. A number of smaller changes were proposed to clean up the language of the bylaws.
- The proposed changes appear in [Appendix 1](#).
- Proposed amendments are shown as
  - **bold underline** = new wording
  - ~~strikethrough~~ = deleted wording
- There were no changes to the proposed amendments suggested from the floor.

**NAML Bylaws Amendments**

The amendments were **approved as submitted by acclamation** of those delegates voting in-person and **by 17 delegates voting virtually** in an electronic poll.

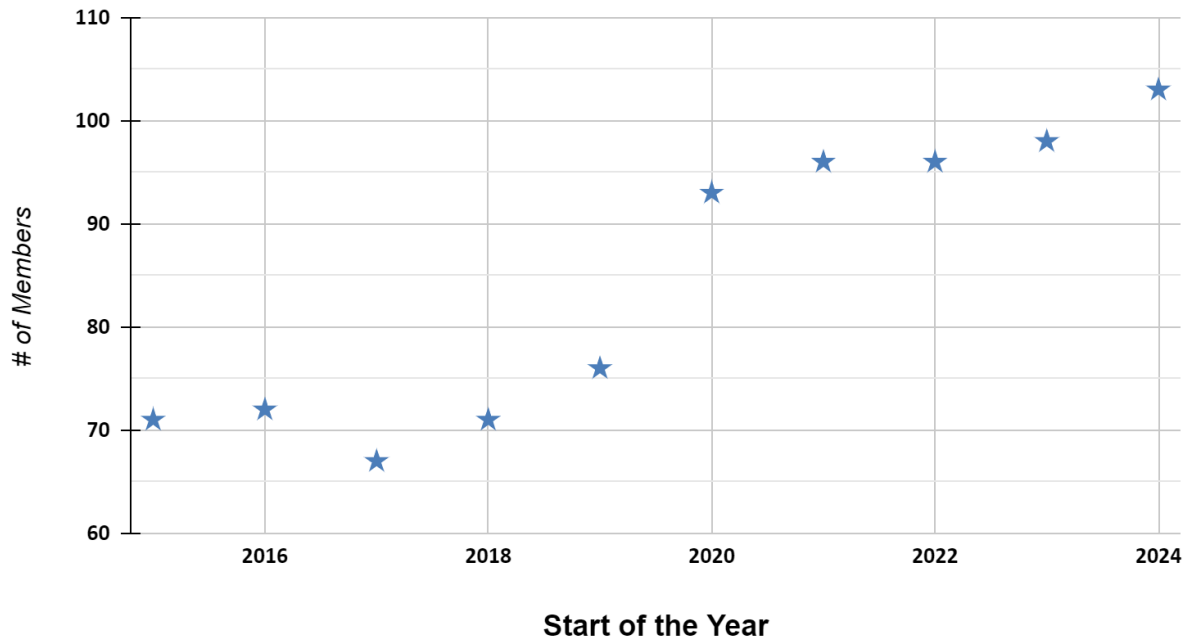
**Membership Report - Lou Burnett**

|  |         |
|--|---------|
| <b>Regular</b> members paid/waived (arrears)<br><ul style="list-style-type: none"> <li>● 40.2% paid by check; 39.6% in 2022</li> </ul> | 103 (0) |
| <b>Associate</b> members paid/waived (arrears)   | 7 (0)   |

## NAML Membership Over Time

The graph below shows the dues-paying NAML membership beginning in 2015. The data are derived from the financial records and reflect membership at the “Start of the Year.”

**NAML Members by Year**



| As of July 2023 | Size Class of NAML Members |                   |              |           |           |           |
|-----------------|----------------------------|-------------------|--------------|-----------|-----------|-----------|
|                 | Total                      | Associate Members | NAML Members | Small     | Medium    | Large     |
| <b>NEAMGLL</b>  | 31                         | 0                 | 31           | 13        | 12        | 6         |
| <b>SAML</b>     | 47                         | 2                 | 45           | 17        | 17        | 11        |
| <b>WAML</b>     | 32                         | 5                 | 27           | 9         | 11        | 7         |
| <b>TOTAL</b>    | <b>110</b>                 | <b>7</b>          | <b>103</b>   | <b>39</b> | <b>40</b> | <b>24</b> |

## Review of Dues Structure

The current size classification of NAML was reviewed.

From NAML website > Members tab > Join NAML (<https://www.naml.org/members/join.php>)

### **Small Member Institution – \$832 annual dues**

Few (<5) or no year-round scientist, resident director or not, some year-round staff, seasonal use, mostly classes and field trips low research activity

### **Medium Member Institution – \$1,976 annual dues**

Resident director, 5-20 resident scientists, up to 30 resident staff, year round operation, several funded research programs, some visiting researchers

### **Large Member Institution – \$3,120 annual dues**

Resident director, other administrators, over 20 resident scientists, over 30 resident staff, year-round operation, many funded research programs, many visiting researchers

## Dues increase and collection schedule

NAML and regional dues will increase in 2024. NAML and each regional organization approved a 4% dues increase beginning in 2024. The dues increase was discussed at the 3 Mar 2023 Membership Business Meeting and email notices of the specific increases were sent to each member institution in July 2023. Summary of dues increases (includes dues going to regional organizations):

- NAML Small Member - \$832
- NAML Medium Member - \$1,976
- NAML Large Member - \$3,120
- Regional organizations, each from \$200 to \$208

Invoices for 2024 dues will be sent in early December 2023. Dues are payable before January 31, 2024.

## NAML Finances

- **Budget Report** - Quint White, NAML Treasurer provided a report on the current finances of NAML. The final figures for FY 2022 are completed showing a surplus of \$11,205 (Revenues - Expenses).

### **FY 2023 (as of 30 Jun 2023)**

- **2023 Revenues**
  - total dues received for 2023 = \$153,800
  - Winter meeting registration fees = \$4,100
  - Biennial meeting registration fees: NA
  - 3 regional organizations contribution for website operation = \$0. Has not yet been charged.
  - *TOTAL Revenue = \$157,900.*
- **2023 Expenses**
  - Contracts with Burk & Associates, Inc. for management services and Federal Science Partners for public policy services = \$93,402
  - Accounting, Bank Fees, Credit Card fees = \$6,763
  - Insurance = \$1,318
  - NAML Winter Meeting = \$2,379
  - Biennial Meeting expenses = NA

- Briefings in Washington, D.C. = 0
- Legal Fees (Annual fees for corporate filing, non-profit status, etc.) = -\$156
- Web Hosting & Database = \$73
- *TOTAL Expenses = \$101,400*
- **2023 Revenues - Expenses = \$56,500**

### Committee Reports

- **Education Committee.** Itchung Cheung, Chair
  - NAML Education events are available and viewable on the NAML website under the Education tab > Events.
    - **Webinars** are scheduled quarterly and **Community of Practice Calls** are also scheduled.
    - These events occur on the 3rd Friday of each month at 3 p.m. Eastern time. NAML members are invited to make suggestions for topics.
  - [Recent Webinar](#): *Planting Seed for the Future Hands on Ocean Education for K 12 Students at the Dauphin Island Sea Lab*, 20 Oct 2023 - Tina Miller-Way, Dauphin Island Sea Lab
  - **Upcoming Community of Practice Call - Summer Internships**
    - **Community of Practice Calls** are informal virtual spaces for open discussion on a theme or topic among educational practitioners within NAML. These are open to anyone in NAML institutions and are normally held at 3:00 pm Eastern Time on the dates indicated. These calls are followed by a meeting of the committee but are open to all members with an interest in education.
    - Itchung Cheung with colleagues at Mt Holyoke College, Sonoma State University and Arizona State University were awarded a \$500K (9/1/23-8/31/27) NSF Research Coordination Network Undergraduate Biology Education Grant titled “Undergraduate Virtual Experiences as a Recruitment Tool for Underrepresented Students in STEM.” NAML and the [Organization of Biological Field Stations \(OBFS\)](#) provided letters of support. The project links Field Stations and Marine Labs with university and community college faculty and students through The Virtual Field project (<https://thevirtualfield.org/>).
- **DEI Committee.** Billie Swalla, Chair
  - The committee meets on the 3rd Thursday of every month.
  - **An abstract was submitted on June 30** for an article we are writing on the activities of the NAML DEI and NAML Education committees. The article is titled “**Advancing Diversity, Equity and Inclusion in Marine Science through NAML Education and Outreach.**” It is due in December 2023. We have a rough draft at the moment and are continuing to work on reporting our activities and future goals.
  - An informal poll of the NAML membership revealed that only about half of the member institutions have DEI committees in some form.
  - The committee is collecting information on best practices associated with field work and field safety issues. There was interest in having information from other NAML members that could be useful in developing manuals. It was pointed out that extending practices and policies to contractors at marine laboratories is important.

### Breakout Sessions for NEAMGLL, SAML, and WAML Regional Meetings

- There were brief breakout sessions to allow regional organizations to meet but no reports were made due to time constraints.

**New Business**

- NAML President Dave Carlon “passed the gavel” to incoming President Terry Donaldson (to begin his term on 1 Jan 2024).

**Adjournment**

The meeting adjourned at 3:00 p.m. EDT.

## **NAML Board of Directors**

### ***Officers***

Dave Carlon, President 2022-2023

Terry Donaldson, Vice-President/President-Elect 2022-2023

Vacant, Past President 2022-2023

### ***Ex Officio***

Quint White, Treasurer (non-voting)

Vacant, Secretary (non-voting)

### ***Members-at-Large***

#### **Northeastern Association of Marine and Great Lakes Laboratories (NEAMGLL)**

Bob Sterner, NEAMGLL President 2023-2024

Steve Evert, NEAMGLL President-Elect 2023-2024

Mike De Luca, NEAMGLL Past President 2023-2024

Jeanette Schnars, NEAMGLL Member-at-Large 2021-2024

#### **Southern Association of Marine Laboratories (SAML)**

Sue Ebanks, SAML President 2022-2023

Clark Alexander, SAML President-Elect 2022-2023

Dave Eggleston, SAML Past President 2022-2023

Eric Milbrandt, SAML Treasurer 2022-2023

#### **Western Association of Marine Laboratories (WAML)**

John Heidelberg, WAML President-Elect 2022-2023

Dan Costa, WAML Member-at-Large 2022-2023

Jeff Bowman, WAML Member-at-Large 2022-2024

Katrina Hoffman, WAML Member-at-Large 2023-2025

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### **NAML Executive Director**

Lou Burnett

## Appendix 1. NAML Bylaws Amendments

# NATIONAL ASSOCIATION OF MARINE LABORATORIES

## BYLAWS

(Adopted 3 November 1990; Amended: 12 October 1991, 30 October 1993, 12 September 1997, 9 March 2006, 23 March 2021, 25 March 2022)

### ARTICLE I. MEMBERSHIP

#### Section 1. Applications

Applications for membership shall be in the form of a letter from a responsible officer of the candidate member institution, addressed to the president of the appropriate regional organization of the Association (NEAMGLL, WAML, or SAML), indicating the intent of the candidate member institution to become a regular member of the Association. Upon acceptance by one of the regional organizations, a majority vote of the Board of Directors of the Association shall elect an applicant to membership, subject to ratification by vote of members present at a meeting of the Association or by an electronic ballot, and the payment of dues for the year in which the applicant is elected.

#### Section 2. Participation

To participate in the functions of the Association, an institution shall be an active member in good standing for the current year, January 1 through December 31.

#### Section 3. Representation

- A. The responsible officer of each regular member in good standing shall either represent the organization as a delegate, or appoint an individual employed by the organization as the delegate. Any such appointment shall be made in writing and be delivered to the President of the Association.
- B. Individuals, other than delegates, who are regularly employed by members may participate in the activities of the Association. By appointment or election, they may serve on committees or other supporting bodies of the Association, other than the Board of Directors.
- C. If any member shall terminate the employment status of any individual serving as an officer, committee member, or in any other supporting capacity, then the position held by such individual shall be declared vacant as of the date of such



termination, and the vacancy shall be filled in accordance with the provisions of these Bylaws.

#### **Section 4. Voting**

- A. Regular members in good standing shall have one (1) vote. Voting shall be carried out by the appointed delegates.
- B. Associate members of the regional organizations are not members of NAML and are not eligible to vote on or approve the activities of NAML. Associate members are permitted certain rights within the regional organizations as described in the Articles of Organization and Bylaws of each individual regional organization
- C. ~~Written or e~~Electronic ballots shall be required for elections.

#### **Section 5. Alternate Delegate**

Regular delegates may appoint an alternate delegate with voting rights. Such designation shall be in writing and be delivered to the Secretary of the Association prior to a regular or special meeting. The proxy shall be signed by the chief executive officer of the member institution or by the official delegate of record.

#### **Section 6. Dues**

- A. Membership dues shall be assessed annually by the Association, and the designated portion of said dues forwarded to the regional organizations.
- B. The Board of Directors shall periodically review the dues structure for member institutions of different sizes and revise and set dues.
- C. Dues are payable before January 31 of each year. Delinquency of members shall be determined by the Finance Committee by March 31 of each fiscal year. Delinquent members shall not be considered members in good standing and shall not be allowed to participate in Association events as members. Failure to pay dues by the end of the current fiscal year or at a later time determined and published by the Board of Directors will result in automatic loss of membership.
- D. If a member is unable to pay dues, the member may request from the Association a waiver of the dues or a suspension of membership for the year(s) in question. The request must be approved by the Board of Directors and agreed to by the corresponding regional organization.

1. A waiver of dues will be considered for a member due to documented unusual and extraordinary circumstances; the member must document a need to remain an active member of the Association in good standing.
2. A suspension of membership will be considered for a member due to documented unusual and extraordinary circumstances. During the suspension period, the member is considered inactive. The suspended member will receive notices of Association activities, but may not participate in functions of the Association.

### **Section 7. Quorum**

The presence, in person, by electronic communication or by proxy, of one-third the regular membership shall constitute a quorum at all meetings of the members.

### **Section 8. Notice of Meetings**

A written notice of each meeting of the Association members, stating the place, day and hour of the meeting shall be given by the Secretary of the Association to each member. The notice shall be sent thirty (30) days before the date of said meeting ~~to each member by U.S. Mail or by electronic mail to~~ the members ~~addresses appearing on the books~~ of the Association.

### **Section 9. Biennial Meeting**

- A. The biennial meeting of the members of the Association shall be held on odd numbered years during the months of September, October, November or December at a place and time specified by the Board of Directors in accordance with notice provisions of this Article.
- B. The meeting place will normally be at one of the member laboratories or at a location convenient for the majority of the members.
- C. Regional organizations may, at their discretion, hold their fall meeting at the same location as ~~and preceding~~ the biennial meeting of the Association. The regional organizations must make their own arrangements.

## **ARTICLE II. BOARD OF DIRECTORS AND COMMITTEES**

### **Section 1. Board of Directors**

#### **A. Voting Membership**

The Board of Directors of the Association shall consist of:

1. The President
2. The Vice-President/President-Elect
3. The immediate Past President
4. Twelve (12) members-at-large: four (4) from each regional organization as duly elected by each organization. The President, Vice-President/President-Elect, and immediate Past President of each regional organization will normally fulfill three of these roles unless otherwise selected by the regional organization. Only regular member delegates may serve on the Board of Directors.

#### **B. Ex Officio, Non-voting Membership**

1. The Secretary
2. The Treasurer

#### **C. Length of Term, Members-at-Large**

1. The length of term of a member-at-large of the Board of Directors shall be two (2) years. Members-at-large may be re-elected as many as three (3) times and serve a total of not more than eight (8) years consecutively.
2. Terms of office shall start on January 1 following the election.
3. Vacancies in the terms of members-at-large shall be filled by the ~~member~~ regional organization from which the vacancy arose. These vacancies can be initially filled for a partial term if necessary and this partial term shall not count towards the limit on numbers of re-elections.

#### **D. Voting and Proxy**

1. Each member of the Board of Directors shall have one (1) vote.
2. Alternate members are not authorized.
3. Voting by proxy is not authorized.
4. Attendance by electronic media (e.g., telephone, video-conference) is authorized and shall count towards a quorum and shall have full voting rights as though physically present.

5. In the event of a tied vote which cannot be resolved by the Board of Directors, the question will be brought to and voted on by the full membership of the Association.

#### **E. Chairperson and Vice Chairperson**

1. The President of the Association shall serve as Chairperson of the Board of Directors.
2. The Vice-President/President-Elect of the Association shall serve as Vice Chairperson of the Board of Directors.

#### **F. Duties**

The duties of the Board of Directors shall be:

1. To recommend the time and place of the biennial meeting and to set other meetings of the Association and to give notice thereof.
2. To act for the Association between meetings, in all matters of business, but not matters of policy except as authorized at a biennial meeting or a special meeting convened for such purpose.
3. To undertake general arrangements and prepare the agendas for all meetings of the Association in collaboration with the meeting host.
4. In the event the office of Vice-President/President-Elect becomes vacant between biennial meetings to promptly conduct a special election to fill the vacancy.
5. To ~~insure~~ **ensure** the Association is represented at various national forums.

#### **G. Meetings**

Meetings of the Board of Directors shall be as follows:

1. Regular meetings. The Board of Directors shall meet at least twice each year and immediately prior to the biennial meeting of the Association. At least thirty (30) days notice of the time and place of such a regular meeting shall be given in writing to each member of the Board of Directors. The purpose of any regular meeting shall be specified in the notice. Regular meetings may be conducted via telephone or video-conference.
2. Special Meetings. Special meetings of the Board of Directors may be held from time to time upon call of the Chair or by written request of a majority of members of the Board of Directors. At least fifteen (15) days notice of

the time and place of special meetings shall be given in writing to each member of the Board of Directors. The purpose of the special meeting shall be specified in the notice. Such special meetings may be conducted via telephone or video-conference.

3. Waiver of notice. A member, either before or after a Board of Directors meeting, may waive notice of the meeting; and this waiver shall be deemed the equivalent of having been given notice. Attendance at a Board of Directors meeting of a person entitled to notice shall constitute a waiver of notice of the meeting unless he/she attends for the express purpose of objecting to the transaction of business on the grounds that the meeting was not lawfully called or convened.
4. Actions by the Board of Directors without a meeting. Any action that may be taken at a meeting of members or Board of Directors may be taken without a meeting if a consent in writing setting forth the action shall be signed by all of the members entitled to vote on the action and shall be filed with the Secretary of the Association. This consent shall have the same effect as a unanimous vote at a membership or board meeting.
5. The rules contained in the latest edition of "Robert's Rules of Order," most recently revised, shall govern the conduct of Board of Directors meetings provided they are not inconsistent with the provisions of the Articles of Organization and the Bylaws of the Association.

## **H. Quorum**

A majority of voting members of the Board of Directors shall constitute a quorum.

### **Section 2. Standing Committees**

- A. Standing committees shall be appointed by the President with the advice of the Board of Directors. Any person employed by a member institution may be appointed to a standing committee provided that notice of the appointment be transmitted to the official delegate of the member institution.
- B. Standing committees shall include, ~~but not be limited to,~~ the following:
  1. Nominating Committee. Appointed by the President before July 1 of each election year to prepare a slate of nominations for the office of Vice-President/President-Elect. It shall consist of members from the Regional Organization from which the President-Elect is to be elected. The chair shall be the immediate past president of the Association. In the event he/she is unable to serve, the President may appoint any eligible individual as defined above.

2. Audit Committee. The committee and its chair shall be appointed by the President and approved by the Board of Directors by January 15 of each year. The committee shall consist of three persons from Regular member institutions and who are not members of the Board of Directors, the Treasurer, or the Secretary. The committee shall conduct an official examination and verification of accounts and records of the Association annually. The chair shall present a report on the Association's finances and record-keeping to the Board of Directors at least once per year.
3. Finance Committee. The Finance Committee shall consist of the President, the President-Elect, and the Treasurer with the Treasurer serving as the chair. The committee shall determine delinquency of members and develop a budget for the Association.
4. Public Policy Committee. The Public Policy Committee shall consist of the President-Elect as chair, the President, the Treasurer, the chair of the Education Committee and two representatives nominated by each regional organization and appointed by the NAML President. The regional organization appointees shall serve a term of no more than three years with the option of being appointed for a second consecutive term. The committee is charged with developing a public policy agenda that will be disseminated to the membership and approved by the NAML Board of Directors. The committee is also charged with other actions, including but not limited to the organizing of briefings and producing position statements, testimony, and other such documents relevant to the public policy mission of NAML.
5. Education Committee. The Education Committee shall consist of a chair and a vice chair, the chair of the Public Policy Committee, and two representatives nominated by each regional organization and appointed by the NAML President. The regional organization appointees shall serve a term of no more than three years with the option of being appointed for a second consecutive term. The chair and the vice chair shall be appointed by the President in consultation with the Board of Directors and serve a term of three years with the option of being appointed for a second term. The committee is charged with assessing and disseminating pedagogic information, best practices, necessary support structures and impediments to providing outstanding educational experiences.
6. Diversity, Equity, and Inclusion Committee. The Diversity, Equity, and Inclusion Committee shall consist of a chair and a vice chair, and a representative nominated by each regional organization and appointed by the NAML President for a term of three years with the option of being appointed for an additional term. Additional members may be appointed.

In addition, at least one member of the Board of Directors shall serve on the committee. The chair and the vice chair shall be appointed by the President in consultation with the Board of Directors and serve a term of three years with the option of being appointed for a second term. The committee is charged with promoting conversations, policies, and procedures to improve the organizational climate and opportunities for diversity, equity, and inclusion in the marine sciences at NAML member institutions.

### **Section 3. Other Committees**

Other committees may be created by the President with advice of the Board of Directors.

### **Section 4. Vacancies**

Vacancies occurring in any Association committees, other than the Board of Directors, shall be filled by persons appointed by the President with the advice of the Board of Directors.

## **ARTICLE III. OFFICERS AND DUTIES**

### **Section 1. President**

- A. The President-Elect of the Association shall assume the office of President on January 1 following the election of his/her successor.
- B. The President shall serve for two (2) years.
- C. The duties of the President shall be:
  - 1. To serve as chief executive of the Association;
  - 2. To preside at meetings of the Association and the Board of Directors; and
  - 3. To present a President's report at each biennial meeting covering activities of the Association.
  - 4. **To serve on the Finance Committee.**
  - 5. **To serve on the Public Policy Committee.**
  - 6. To execute all contracts, deeds, documents and instruments on behalf of the Association, unless the Board of Directors shall, in a particular situation, designate another procedure or individual for the execution of such written instruments.

## **Section 2. Vice-President/President-Elect**

- A. The Vice President/President-Elect shall assume that office on January 1 following election.
- B. The Vice-President/President-Elect shall serve for two (2) years.
- C. The duties of the Vice-President/President-Elect shall be:
  - 1. To serve as a member of the Board of Directors;
  - 2. To be responsible for all aspects of Association membership, including maintenance of an official delegate list;
  - 3. **To chair the Public Policy Committee.**
  - 4. **To serve on the Finance Committee.**
  - 5. **To serve on the Education Committee.**
  - 6. To familiarize himself/herself with the work of the Association in order to effectively serve as President of the Association;
  - 7. To preside at meetings of the Association in the absence of the President;
  - 8. To announce at the annual meeting at which he/she assumes office of President, the chairperson of the Association's standing committees and other committees;
  - 9. To assume the position of the President of the Association in the event of vacancy in the position;
  - 10. To keep the Bylaws current.

## **Section 3. Past-President**

- A. The Past-President shall assume that office on January 1 following the taking of office of the President-Elect.
- B. The Past-President shall serve for two (2) years.
- C. The duties of the Past-President shall be:
  - 1. To serve as an advisor to the President and the Association as a whole.
  - 2. To **chair** ~~serve as chair~~ of the Nominating Committee.

## **Section 4. Secretary**

- A. The President of the Association shall appoint a Secretary of the Association every two years when assuming office. The Secretary must be an employee of a member institution.
- B. The Secretary shall maintain records of the Association necessary for conducting the business of the Association except for financial affairs which are assigned to the Finance Committee.
- C. Duties of the Secretary include:



1. Assisting the President in the processing of correspondence and maintaining files of correspondence, official Association records, committee assignments, historical information and other such documents pertaining to the business of the Association.
2. Assisting in preparations for the board and membership meetings and preparing minutes thereafter for distribution to the Board of Directors and to the general membership by procedures determined by the Board.
3. Other such duties as the President may assign.

## **Section 5. Treasurer**

- A. The President of the Association, with the advice of the Board of Directors, shall appoint a Treasurer of the Association every two years when assuming office. The Treasurer must be an employee of a member institution. The Treasurer may also serve as the Secretary of the Association.
- B. Duties of the Treasurer:
  1. The Treasurer shall be responsible for keeping all accounts for preparation of an annual financial statement to be presented to the regional organizations, for assisting in the preparation of each annual budget, for depositing all regional dues for safekeeping and for all other Association receipts and disbursements.
  2. The Treasurer is responsible for maintaining and filing appropriate tax returns and for assuring that the appropriate legal instruments of the Association are on file with appropriate state and federal agencies.
  3. **To chair the Finance Committee.**
  4. The Treasurer shall, not later than January 31 of each year, prepare and transmit invoices for annual membership dues to the members. The Treasurer will forward to the regional organizations their portion of the dues collected on a quarterly basis. A record of receipt shall be prepared by the Treasurer and properly recorded for deposit.
  5. The Association may retain the services of an independent accounting professional to assist in the duties of Treasurer or to conduct an annual audit or review of the Corporate records. As a minimum, an audit or review of the books of the Association shall be conducted annually by the Audit Committee and a report of its findings approved by the Board of Directors.
  6. The Board of Directors can alter the deadlines for invoices and dues by a majority vote, subject to notification of the full membership.

## **ARTICLE IV. ELECTION OF VICE-PRESIDENT/PRESIDENT-ELECT**

### **Section 1. Candidates and Timing of the Election**

Candidates for the office of Vice-President/President-Elect shall be regular delegates of the Association. ~~The office must be rotated between members of each region and~~

~~organization.~~ **The office shall normally be rotated among the regional organizations with candidates coming from a designated regional organization. The election shall be held in the fall of the year prior to the beginning of the term of office.**

## **Section 2. Nominations**

~~Candidates shall be nominated by the Nominating Committee. Notice of such nominations shall be given by the Nominating Committee to all members at least thirty (30) days prior to the meeting at which the election shall take place. Additional candidates may be nominated by regular members at the meeting at which the election shall take place.~~

## **Section 3. Election**

~~The officer shall be elected from among the nominees by majority vote during the biennial meeting of the Association in the last year of the incumbent's term of office.~~

- A. The slate of candidates shall be transmitted to members, and the election dates announced, at least thirty (30) days prior to the first day of the election. The election end date must be no less than ten (10) days after the first day of the election.**
- B. The vote shall be by electronic ballot. The ballot must include the names of all properly nominated candidates and allow for write-in votes. The ballot must clearly indicate the election end-date.**
- C. A simple majority of the ballots received is required to elect a candidate, provided a quorum of delegates has voted. If a quorum is not achieved, the end date for the election may be extended. If no candidate receives a majority of the votes cast, a special runoff election shall be conducted between the two candidates who received the most votes. The special runoff election shall be conducted by the Nominating Committee according to the rules for elections stated above. The candidate receiving the majority of votes in the runoff election shall be elected. For a runoff election, the voting period may be reduced to five (5) days.**

## **Section 4. Vacancy**

In the event of a vacancy in the position of Vice-President/President-Elect, the following procedure will be followed to fill the unexpired term:

- A. The Board of Directors shall direct the Nominating Committee to prepare a slate of nominees from the delegates of the regular members of the Association; the committee will attempt to fill the vacancy from the regional organization from which the vacancy occurred.** The slate of nominees shall be distributed ~~by mail or email~~ to all regular member delegates not more than thirty (30) days after the occurrence of the vacancy.

- B. The vote shall be by ~~mail or~~ electronic ballot. The regular members may vote for persons other than those given on the ballot by writing in the name on the ballot. **The election end-date must be no less than ten (10) days after the first day of the election.** ~~In order to count, a ballot must be received by the Nominating Committee not more than thirty (30) days after the day ballots are mailed. The ballots shall indicate that ballots received after a certain date (to be stated in the ballot) shall not count.~~ The ballots shall be counted immediately after the close of voting and the results shall be known to the membership without delay.
- C. In the event no candidate receives a majority of the votes cast, a special runoff election shall be conducted between the two candidates who received the most votes. The special runoff election shall be conducted by the Nominating Committee according to the rules for special elections stated above. The candidate receiving the majority of votes in the special election or runoff election; ~~if needed~~, shall be elected.

## **ARTICLE V. EMERITUS MEMBERS**

### **Section 1. Definition and Eligibility**

- A. The position of Emeritus Member is established to recognize individuals who have made significant contributions to the Association and/or to the promotion and advancement of marine sciences under the auspices of the Association.
- B. Persons eligible for nomination as Emeritus Members must be retired and from one of the following categories: the Association's Board of Directors, member laboratory delegate or alternate delegate, or leadership position in an organization or agency promoting the advancement of marine sciences or member laboratories through the Association.

### **Section 2. Nomination and Election**

- A. The person will be nominated by a Nominating Committee composed of the three immediate Past Presidents of the Association. Notice of such nominations shall be given by the Board of Directors to all members at least thirty (30) days prior to the election.
- B. A vote on the nomination may be taken at a regular meeting of the Association. The election, with the consent of the Board of Directors, also may be held by mail or electronic ballot at a specified date by allowing at least forty five (45) days from the distribution of the ballots before the voting is concluded. In this latter case, the Secretary will certify the election and archive the ballots as verification of the results.

### **Section 3. Rights and Responsibilities**

- A. An Emeritus member will be a non-voting member of the Association. The person has the right to attend meetings and the privilege of having all meeting registration fees waived.
- B. Emeritus members have the responsibility to continue in service to the Association through active participation on committees or through other assumed or assigned responsibilities that promote the goals designated under the Articles of Organization.

## **ARTICLE VI. FINANCIAL**

### **Section 1. Contracts**

Contracts requiring the commitment of over \$1000.00 of Corporate funds shall be approved by the Board of Directors and signed by the President.

### **Section 2. Disbursements**

For items under \$500.00, the Treasurer is authorized to encumber and disburse Corporate funds. Approval to encumber and to pay Association funds in excess of \$500.00 shall be obtained from the Board of Directors if these expenditures are not established as line items within the annual budget. For budgeted items disbursement shall be made by the Treasurer.

### **Section 3. Accounts**

The Association may maintain both checking and saving accounts.

### **Section 4. Authority to Sign**

Signature authority for bank account(s) and other deposits of the Association is vested in the Treasurer and the President of the Association.

### **Section 5. Annual Approval of Budgets**

- A. The fiscal year will be set as the calendar year.
- B. The Treasurer and President of the Association shall prepare a proposed budget for the subsequent fiscal year and circulate it to the members of the Board of Directors at least 15 days in advance of the Board meeting that immediately precedes the fiscal year.
- C. The Board of Directors will approve the annual budget for each fiscal year before the beginning of that year.

## **ARTICLE VII. AMENDMENTS**

These Bylaws may be amended at any duly constituted meeting of the Association at which a quorum is present, by a two-thirds (2/3) vote of the regular member delegates present. Notice of proposed amendments shall be mailed at least thirty (30) days prior to the meeting to each member institution. Copies of the proposed amendment shall be made available to all delegates prior to the start of the meeting. Such notice shall include the exact wording of the proposed amendment and shall include the name(s)

and address(es) of the proponent(s). However, changes can be made to the proposed amendment language at the meeting.

## **ARTICLE VIII. CONSISTENCY**

These Bylaws, as amended, shall govern the Association in all cases in which they are not inconsistent with the Articles of Organization of record.

## **ARTICLE IX. PERSONAL LIABILITY**

The Directors and officers of the Association shall not be personally liable for any debt, liability, or obligation of the Association. All persons, Associations or any other entities extending credit to, contracting with, or having any claim against, the Association, may look only to the funds and property of the Association for the payment of any such contract or claim, or for the payment of any debt, damages, judgment, or decree, or of any money that may otherwise become due or payable to them from the Association.

## **ARTICLE X. DISSOLUTION**

### **Section 1. Liquidation and Distribution of Assets Following Liquidation**

Upon the liquidation or dissolution of the Association, after payment of all the liabilities of the Association or due provision thereof, all of the assets of the Association shall be distributed to another tax exempt organization or organizations qualifying as tax exempt under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future U.S. Internal Revenue Law), which organization performs or is organizing to perform services as set forth in Article I above.

### **Section 2. Assets, Income, and Influence**

- A. No part of the assets of the Association and no part of any net earnings of the Association shall be divided among or inure to the private benefit of any officer or director of the Association or any private individual or be appropriated for any purposes other than the purposes of the Association as herein set forth;
- B. No director, officer, or member of the Association shall receive or be entitled to receive any income of any kind therefrom; and
- C. No substantial part of the activities of the Association shall be or include the carrying on of propaganda or otherwise attempting to influence legislation or participating in or intervening in (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office.

### **Section 3. Tax Exemption**

It is intended that the Association shall be entitled to exemption from federal income tax in accordance with the provisions of Section 501 (c)(3) of the Internal Revenue Code; and that it shall not be a private foundation within the meaning of Section 509 (a) of the Internal Revenue Code.

### **Section 4. Internal Revenue Code**

All references herein to the Internal Revenue Code shall be deemed to refer to the Internal Revenue Code of 1986, as now in force or hereafter amended.