

**Constitution and By-Laws of the  
Southeastern Water Pollution Biologists Association**

Constitution

**Article 1. Name.** This association shall be called the Southeastern Water Pollution Biologists Association (SWPBA).

**Article 2. Purpose.** The purpose of the Association shall be to promote further understanding of the aquatic biological communities and the impact of pollutants on the aquatic ecosystems and to provide a medium for exchange of appropriate information among the membership.

**Article 3. Membership.** General membership shall be restricted to State Regulatory and Tribal Water Pollution Biologists whose programs are funded through the Region IV Environmental Protection Agency and Environmental Protection Agency Region IV Water Pollution Biologists.

**Article 4. Annual Meeting.** An annual meeting of the membership shall be held in one of the eight states in Region IV of EPA. Attendance of the annual meeting is restricted to members, invited guests, and meeting sponsors. The executive committee will be responsible for final approval of the guest list. The manner of choosing the host state for the next year's meeting will be to offer the meeting in the following order: Mississippi, Georgia, EPA-Athens, South Carolina, North Carolina, Kentucky, Florida, Tennessee and Alabama. A state will either offer to accept or refuse the meeting. Upon refusal, the next state in order will entertain the offer, until the host state is confirmed. The time of the meeting shall be at the discretion of the host state with the agreement of the members of the Executive Committee.

**Article 5. Officers.** The officers of the Association shall be a president and a secretary. At the annual meeting consenting nominees shall be voted on by the general membership in attendance with the majority vote recipient being declared winner. The officers shall hold office for a term of one year, and their terms of office shall not be coterminous. The terms of the officers shall begin at the close of the annual meeting at which they are elected.

**Article 6. Activities.** The Association shall be organized and operated exclusively for scientific and educational purposes, and shall not be organized or operated for profit. No substantial part of the activities of the association shall consist of carrying on propaganda, or otherwise attempting to influence legislation. The Association shall not participate

in, or intervene in, any political campaign on behalf of any candidate for public office.

**Article 7. Dissolution.** The Association may be dissolved following a poll of the entire membership, conducted at the direction of the Executive Committee, in which two-thirds of the mail ballots received within 30 days of issuance support the dissolution.

**Article 8. Ratification and Amendments.** The constitution may be amended by a vote of the general membership in attendance at the annual meeting, providing a quorum of the two-thirds of the member agencies is present, in person or in abstentia via phone or video conferencing or electronic notification. Proposed amendments shall be submitted to the Executive Committee at least two (2) months before the annual meeting. The amendments shall become effective upon ratification by a two-thirds vote by the general membership in attendance at the annual meeting. In an emergency, amendments may be ratified by a two-thirds majority of the members responding to a mail or electronic ballot within 30 days of issuance.

## BY-LAWS

**Article 1. Annual Meeting.** The annual meeting will normally be held in the fall of each year and will include a business meeting and the exchange of appropriate information. The presence of two-thirds of the member agencies, either in person or in abstentia via phone or video conferencing, shall constitute a quorum, and the business meeting will be held according to the Robert's Rules of Order.

**Article 2. Election of Officers.** The President and Secretary shall be elected by a majority of the general membership in attendance at the annual meeting. An unexpired term of President or Secretary shall be filled by majority vote of members responding within 30 days to a special mail or electronic ballot. In emergencies, interim appointments can be made by the Executive Committee.

**Article 3. Office of President.** The President shall be responsible for planning and organizing the annual meeting, and shall appoint a Local Arrangements Program Chairperson. The President shall appoint three (3) members to the Executive Committee, one of whom must be a member from the host state. The President shall make other appointments that he/she deems necessary and shall serve as Chairperson of the Executive Committee. The President shall preside as chair of the annual meeting.

**Article 4. Office of Secretary.** The Secretary shall be responsible for keeping the minutes of the annual meeting and the normal correspondence of the association. The Secretary shall disseminate the annual meeting agenda as appointed by the Executive Committee. In the first issue of the Newsletter after the annual meeting, the Secretary shall include the annual meeting minutes and a roster of attendance at the meeting. The Secretary shall also serve as a member of the Executive Committee. The Secretary shall furnish incoming officers with a copy of the Constitution and By-Laws.

**Article 5. Executive Committee.** The Executive Committee shall consist of the officers of the Association and three(3) committee members appointed by the President, one of whom must be from the host state. No member can be appointed to the Executive Committee more than three consecutive years. The President shall preside as Chairperson of the Executive Committee. The Committee shall meet prior to the annual business meeting and review all amendments to the Constitution or By-Laws and major motions to be presented at the annual meeting, if any. The Committee shall serve as a steering committee to decide the main points of discussion and presentation at the annual meeting. The Executive Committee shall decide the order and length of the papers to be given. It shall make recommendations concerning the policies of the Association. The Committee shall be responsible for notifying the members of the Association of the vacancies in elected offices and to solicit nomination for these offices. After reviewing the nominations, the Committee shall select a maximum of three (3) consenting nominees for each office and place their names on ballots to be distributed by the Secretary. The ballots received within 30 days will be opened and counted by the Secretary, and interim officers will be announced by mail or email.

**Article 6. Program Chairperson.** The President shall preside as program Chairperson and shall be responsible for preparing the call for papers, scheduling, appointing moderators for each session, and preparing the program for printing.

**Article 7. Local Arrangement Chairperson.** The Arrangements Chairperson shall normally be associated with the agency hosting the annual meeting. The Arrangements Chairperson shall be responsible for securing adequate facilities to properly host the annual meeting. Responsibilities will include reserving rooms for formal meetings, social gatherings, and the banquet; securing audiovisual equipment arranging the banquet, coffee breaks and luncheon facilities, providing registration receipts; advising members on lodging, arranging

transportation and serve to make the planned activities run smoothly. The Arrangements Chairperson shall work closely with the President to achieve this goal.

**Article 8. Ratification and Amendments.** The By-Laws may be amended by a vote of the general membership in attendance at the annual meeting, providing a quorum of two-thirds of the member agencies is present. Proposed amendments shall be submitted to the Executive Committee at least two (2) months before the annual meeting. The amendments shall become effective upon ratification by a two-thirds vote by the general membership in attendance at the annual meeting. In an emergency, amendments may be ratified by a two-thirds majority of the members responding to a mail or electronic ballot within 30 days of issuance.