

BY-LAWS OF THE SOUTHERN WEED SCIENCE SOCIETY

I - REGISTRATION FEES

Section 1. Registration fees which will include the cost of the banquet ticket will be established by the Executive Board based upon the recommendations of the Finance Committee and the Business Manager.

II - DUTIES OF OFFICERS AND EXECUTIVE BOARD

Section 1. The President shall preside at all meetings of the Society, perform the usual duties of such office, and in addition:

- a. Serve as Chairperson of the Executive Board.
- b. Appoint all Committee Chairpersons, except Chairperson of the Research, Finance, Program, Nominating, Awards, and Constitution and Operating Procedures Committees.
- c. Appoint all Members of Standing and Special Committees, not specified elsewhere, with the advice of the respective Chairpersons if he/she so desires.
- d. Serve as ex-officio member of all Committees.

Section 2. The President-Elect shall:

- a. Assume the duties of the President during his/her absence.
- b. Serve as Chairperson of the Program Committee.
- c. Appoint Sectional Chairpersons where vacancies occur among Vice-Sectional Chairpersons which were appointed the year before.
- d. Automatically advance to President at the end of his/her term of office.
- e. Serve as a member of the Finance Committee.

Section 3. The Vice-President shall:

- a. Serve as Chairperson of the Research Committee.
- b. Appoint Chairpersons of the various sub-committees of the Research Committee.
- c. Receive and assemble all reports from the Chairpersons of the various sub-committees of the Research Committee; thoroughly review the committee reports for editorial consistency, and transmit them to the editor for inclusion in the proceedings.
- d. Appoint Vice-Sectional Chairpersons who will serve as Sectional Chairpersons when the Vice-President becomes the President-Elect (Program Chairperson).
- e. Automatically advance to President-Elect at the end of his/her term in office.
- f. Serve as Chairperson of the Finance Committee, and monitor the promotion and sales of SWSS publications.
- g. Arrange for the Awards Program in cooperation with the Chairperson of the Program Committee (President-Elect) and the Local Arrangements Committee.

Section 4. The Secretary-Treasurer shall perform the duties common to that office as outlined in the Operating Procedures and serve as a member of the Finance Committee.

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Section 5. The Editor shall:

- a. Collect, edit, index, and assemble copy for the Proceedings and transmit a final copy of the Proceedings to the Business Manager for publication on the SWSS website.
- b. Handle all correspondence pertaining to editorial policies and procedures.
- c. Serve as a member of the Executive Board and ex-officio member of the Finance Committee.
- d. Maintain close liaison with the Business Manager to assure prompt publication and maximal distribution of Society publications.

Section 6. The immediate Past-President shall:

- a. Serve as Chairperson of the Awards Committee.
- b. Serve as Chairperson of the Nominating Committee
- c. Serve on the Long-Range Planning Committee.
- d. As an officer of the Society, serve as a Member of the Executive Board during the year immediately following the completion of his/her presidency.

Section 7. The Executive Board shall:

- a. Transact all the business of the Society when the organization is not in session.
- b. Decide on a time and place for regular meetings.
- c. Elect Board members, except the President, whenever present members cannot complete their terms of office.
- d. Confirm or reject (but not select) award recipients as chosen by the Awards Committee.
- e. Appoint the Business Manager, the chairperson of the Constitution and Operating Procedures Committee and the Webmaster. (12/03)

Section 8. The Business Manager shall:

- a. Maintain financial records of the Society and initiate annual audits as authorized by the President.
- b. Maintain up-to-date mailing lists for the Society. Make mailings as directed by appropriate Society officers and assist in other communications by mail or email.
- c. Assist in handling the affairs of the Society including planning of annual meetings, and in registration.
- d. Manage financial affairs of the Society with the approval of the President and the Secretary-Treasurer, submit quarterly reports of funds received and dispersed to the Executive Board, and consult with and keep the Society Finance Committee advised on investments. Arrange for necessary insurance and annual surety bonds (for an amount not less than \$100,000) and complete State, Federal, and postal forms, including income tax reports for the Society.
- e. Receive and process orders for publications, inventories, Society publications, and maintain file of customers.
- f. Either receive or prepare camera-ready copies of Society publications, arrange for printing and distribution, copyrights, and records of sales.

- g. Assist in Society business as outlined in the Society Operating Procedures.

III - ENDOWMENT FOUNDATION

Section 1. The SWSS Endowment Foundation shall:

- a. Be responsible for solicitation of contributions to the Foundation and management of the assets of the Foundation within the framework of the Articles of Incorporation and By-Laws of the Foundation under the direction of the SWSS Executive Board.
- b. Be managed by a Board of Trustees. The Board of Trustees shall be composed of five members of the SWSS who will be elected and shall serve in accordance with the provision of Articles 2.1 and 2.2 of the By-Laws of the Endowment Foundation. The Executive Secretary of the Endowment Foundation (Business Manager of SWSS), the SWSS Secretary-Treasurer, and the chairperson of the SWSS Finance Committee shall be ex-officio members of the Board of Trustees.
- c. Maintain on the accrual basis true and accurate financial records which show all receipts, expenditures, assets, and liabilities. Financial records of the Foundation shall be audited annually by an external auditor and reports of all audits shall be presented to the SWSS Executive Board in accordance with Articles 8.1, 8.2, and 8.3 of the Endowment Foundation By-Laws.
- d. Report all pertinent activities of the Foundation to the SWSS Executive Board at its first meeting during the annual meeting of the SWSS and to the general membership at the annual business meeting of the SWSS.

IV - QUORUM

Section 1. A quorum for the transaction of business shall consist of those present at a regular or duly called business meeting, provided that at least seven southern states are represented and at least 5% of the voting members are present. Prior to or at the time of each meeting the Secretary-Treasurer of the Society shall certify to the President the number of voting members.

V- PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order shall be the parliamentary authority for the Society.

VI - AMENDMENTS

Section 1. These by-laws may be amended by a majority vote of the members present at a regular meeting or by a majority of all electronic ballots submitted through the SWSS website.

Section 2. No amendment shall be put to a vote unless written notice has been posted on the SWSS website, published in the SWSS Newsletter, or emailed to each voting member at least 30 days before it is to be voted on, and the proposed amendment stated in said notice.