

# Bylaws of the Oceania Section of the Society for Conservation Biology

Version of 5 July 2012

## Article 1

### Membership

*Section 1. Voting Members.* Any member of the Society for Conservation Biology (Society) who has an interest in the objectives and the activities of the Section may join the Section as a voting member. Members of the Society may join up to two Sections as voting members but may only serve on the Board of one Section at one time. If the Section assesses dues, all voting members shall be responsible for payment.

*Section 2. Expulsion.* Membership in the Section shall terminate upon the occurrence of any of the following events: (1) member's notice of such termination delivered to the President or Communications Officer of the Section, personally or by mail (including email), (2) a determination by the Section Board that the member has engaged in conduct materially and seriously prejudicial to the interests or purposes of the Section.

## Article 2

### Governance

*Section 1. Section Board.* The Board of the Oceania Section shall comprise no more than ten elected members, including officers (see Article 2, Section 2), with at least one member representing Australia, one member representing New Zealand, one member representing Papua New Guinea/Pacific Islands and one student member. Term of office shall normally be three years, with at least three members being elected each year. Ex-officio members can be nominated by the Board, and should include Presidents of all chapters in the Oceania region. All Board members, including elected and ex-officio officers, shall be voting members of the Section for their entire term of office. Elections for the Board shall be held annually at a scheduled Members' Meeting, or by mail, email or via the Society website (see Article 3 and Article 9). All Board members, except President and President Elect, may run for reelection to their current position.

*Section 2. Officers.* There shall be up to five officers: President, President Elect, Secretary, Communications Officer and Chief Financial Officer.

- (a) *Appointment of President.* The term of office for President is two years, preceded by one year as President Elect. The President Elect shall be elected by Section members at a scheduled Members' Meeting, or by mail, email or via the Society website (see Article 3 and Article 9). The election will be held during the first year of the incumbent President's term of office.
- (b) *Appointment of Secretary, Communications Officer and Chief Financial Officer.* The term of office for Secretary, Communications Officer and Chief Financial Officer is

one year. These offices will be appointed by majority agreement of members of the Board. Ex-officio board members are eligible to hold these positions if there is unanimous agreement by elected board members. Appointment of each office will be made at the first scheduled board meeting of each calendar year.

### **Article 3**

#### **Nominations and Elections**

*Section 1. Nominations.* Nominations for President Elect and Board members shall be solicited by the Nominations Committee or the Section Board during the first year of the incumbent President's term. All nominees shall be voting members of the Section. The slate of nominations shall be submitted by the Secretary to the membership at least one month prior to the deadline for receipt of ballots by mail, email or via the Society website.

*Section 2. Balloting.* Written or electronic ballots shall be received from the members by a duly announced deadline and shall be counted by one or more members of the Section Board or agent(s) authorized by the Society's Board of Governors. The President shall appoint a replacement to count ballots for any member of the Section Board who has been nominated. The candidate for each position receiving the largest number of votes on the ballots shall be declared elected.

*Section 3. Vacancies.* If the office of President is vacated for any reason, the President Elect shall assume the duties of the President for the balance of the President's term. In the event that the office of President Elect is vacant, an election will be held within two months to fill the vacancy. All other vacancies occurring during an officer's term shall be filled by appointment by the Section Board for the rest of that term.

*Section 4. Special Elections.* A special election may be held at any time during a period of dormancy (see Article 11) to reactivate the Section.

### **Article 4**

#### **Duties of Officers**

*Section 1. President.* The President shall organize and preside over meetings and mailings (including electronic mailings) intended to substitute for meetings. The President or his/her designee shall serve as the Section's representative on the Society's Board of Governors in accordance with Section 5.

*Section 2. President Elect.* The President Elect shall receive reports from committees, arrange meetings and other activities, and perform the duties of the President when the latter is absent. The President Elect shall serve as President for the following term after the President's term has expired.

*Section 3. Secretary.* The Secretary shall schedule board meetings, record minutes, and maintain historical records and a roster of members. The Secretary will assume the duties of the President Elect (but not the office of President Elect) when the latter position is vacant.

*Section 4. **Communications Officer(s).*** The Communications Officer(s) shall maintain external communications from the section to the Society, including the Facebook page and other social media, and communicate with the EO staff to regularly update web content for the Oceania section webpage and listserv.

*Section 5. **Chief Financial Officer (CFO).*** The CFO shall collect dues (if any), maintain accounts, and collect and distribute funds for Section activities. The CFO shall coordinate fund raising activities.

*Section 6. **Representative on the Society's Board of Governors.*** The representative (the President or his/her designee, see Section 1) serves as a Member at Large of the Society's Board of Governors in accordance with the Society's Bylaws. Only the representative may officially represent the Section on business of the Society.

## **Article 5**

**Ad hoc Committees.** The Section Board, either by its own initiative or at the solicitation of the membership, may at any time decide to form an ad hoc committee with specific terms of reference. Committees shall be chaired by a voting member of the Section. Chairs shall be appointed by the President with the approval of the Section Board and shall serve at the pleasure of the Section Board. Committees shall be composed of interested individuals of the Section Board and the membership. The Chair shall be responsible for appointing the other members of the committee, and these members shall serve at the pleasure of the Chair. All committees shall, at any time, be accountable to the Section Board. Ad hoc committees with a continuing mission may, after two years of activity, petition the Section Board to be established as a standing committee.

## **Article 6**

### **Standing Committees**

Standing committees shall be chaired by a member of the Section Board. Chairs shall be appointed by the President with the approval of the Section Board. Committees shall be composed of interested individuals of the Section Board and the membership. The Chair shall be responsible for appointing the other members of the standing committee, and these members shall serve at the pleasure of the Chair. All standing committees shall, at any time, be accountable to the Section Board. The following standing committees shall be established

*Section 1. **Conservation.*** This Committee shall keep Section members informed about current conservation issues on a regional or global scale and help facilitate awareness of regional conservation issues by Society members outside the Section.

*Section 2. **Education.*** This Committee shall act as an extension of the Section within the academic and regional community and shall act as necessary to inform the public of regional and global conservation issues and shall promote the study of conservation biology. The committee also may act as a forum in which solutions to regional issues may be discussed and debated.

*Section 3. **Membership and Awards.*** This committee shall be responsible for encouraging membership in the Section and the Society, as well as managing awards. This committee

shall assist the Communications Officer in maintaining the list of the Section's membership and shall help facilitate any mailings to the membership. This committee shall also solicit nominations for any awards the Section Board establishes, select the awardees and arrange for recognition of the awardees at an appropriate event. It shall also assist the Society's Executive Office with the administration and awarding of sponsored memberships to the Society and the Oceania Section.

*Section 4. **Communications.*** This committee shall provide advice on development of printed and electronic publications of the Section such as newsletters and web sites. It shall also work with the Section's Membership and Awards and Nominations committees and with other committees of both the Section and the Society to achieve the outreach and marketing goals.

*Section 5. **Programme.*** This committee shall arrange the program and activities schedule for the Section, including the Members' Meeting and any alternative mechanisms intended to substitute for meetings.

*Section 6. **Policy.*** Should the membership decide to deliver Resolutions and Public Advocacy (see Article 8) explaining the Section's view on a particular issue or controversy, such statements shall be prepared by this committee for review and action.

*Section 8. **Nominations.*** This committee shall organize all nominations for elected offices and present to the Section Board a complete slate of nominees.

## **Article 7**

**Finances.** The Section shall be supported by annual dues (if any), grants, contributions, and fund-raising activities. Assessment and amount of Section dues (if any) is left to the discretion of the Section Board. Funds of the Section shall be under the supervision of the officers, and shall be handled by the Chief Financial Officer. Financial records shall be reported to the membership.

## **Article 8**

**Policy.** The Section may make Resolutions and engage in Public Advocacy subject to the conditions described below.

*Section 1. **Definitions.*** A "Resolution" is any published statement that reflects the position or view of the Section. "Public Advocacy" is any public activity by the Section in support of a Section Resolution.

*Section 2. **Conditions for Declaration of Resolutions and Public Advocacy.*** Proposed Resolutions shall be presented to the membership of the Section and approved by a majority of the voting members present and voting. Presentations and voting may take place at a scheduled meeting, by mail, email, or via the SCB website. A voting member who is absent from a scheduled meeting may file an absentee ballot. Proposed Resolutions shall include the following: (i) a statement of relationship of the Resolution to the objectives of the Section and the Society, (ii) a statement of the need for the Resolution, (iii) scientific documentation concerning the circumstances of the Resolution, and (iv) a list of the proposed recipients of

the Resolution. Any Public Advocacy shall be based on an approved Resolution. Proposed acts of advocacy shall be presented to the membership of the Section at a scheduled meeting, by mail, or by email and approved by a majority of voting members. A voting member who is absent from a scheduled meeting may file an absentee ballot.

**Section 3. Disclaimer of Responsibility of Society for Section Activities.** The Australasian Section of the Society for Conservation Biology shall claim responsibility for all Resolutions and Public Advocacy enacted by its membership. All public documents or actions shall include the statement: Resolutions (or Advocacy) of the Oceania Section of the Society for Conservation Biology do not necessarily reflect the views of the Society for Conservation Biology as a whole.

**Section 4. Reporting.** All Resolutions and supporting materials and descriptions of acts of Public Advocacy by the Section shall be forwarded to the President of the Society with the Annual Report.

## **Article 9**

### **Meetings**

**Section 1. Members' Meeting.** A Members' Meeting shall be held, or an alternative mechanism for conducting Section business and facilitating communication among members arranged, each year. The elections for the officers of the Section Board shall be held at this meeting or via its alternative. Normally, the Oceania Section members meetings shall be held concurrently with the Society's annual meeting.

**Section 2. Procedure and Order of Business.** Meetings and voting deadlines shall be announced at least one month in advance. At the beginning of each meeting any Section or Society business shall be discussed prior to the scheduled program. The business portion of any meeting shall be run by the President. The Section's Bylaws shall be available at each meeting. All meetings shall be governed by Robert's Rules of Order (The Modern Edition, revised by Darwin Patnode, 1993).

**Section 3. Votes.** All votes of the Section on matters not specified in the Bylaws shall be decided by a simple majority of those voting. Tie votes in Members' Meetings or in meetings of the Section Board shall be broken by the presiding officer. Tie votes in committee meetings shall be broken by the Chair.

**Section 4. Board meetings.** The Oceania Section Board meetings shall be held at least two times each year via conference calls, email, or in person.

**Section 5. Quorum.** 10% of the section membership or 15 individual members of the Section including members represented by proxy shall constitute a quorum of the Section, and 50% of elected Section Board members a quorum of the Board.

## **Article 10**

**Annual Report.** The Secretary shall file an annual report on the Section's activities with the President of the Society.

## Article 11

### Continuation/Dissolution

*Section 1. **Section Board Requirement.*** If the membership fails to elect a Section Board, the Section shall be considered dormant. At that time the outgoing Section Board shall forward the Section's charter, bylaws, and remaining funds to the President of the Society. The Section may be reactivated at any time within a period of two years by holding a Special Election. The purpose of the Special Election is to vote for a Section Board.

*Section 2. **Membership Requirement.*** If the membership falls below 100 for longer than two years, the section shall be considered dormant. At that time the outgoing Section Board shall forward the Section's charter, bylaws, and remaining funds to the President of the Society. The Section may be reactivated when membership rises above 100.

## Article 12

### Amendment to Bylaws

*Section 1. **Procedure.*** Proposals to modify the Section Bylaws shall be approved by a majority of the voting members present and voting at any scheduled meeting (or alternative voting mechanism) of the Section. A voting member who is absent may file an absentee ballot.

*Section 2. **Conformance.*** No amendment to these Bylaws shall be enacted that results in a conflict with the Constitution and Bylaws of the Society. Proposed amendments to the Section Bylaws shall be approved by the Society's Executive Committee before becoming effective.

## Article 13

For activities not covered by these Bylaws the Oceania Section of the Society for Conservation Biology shall defer to the Constitution and Bylaws of the Society for Conservation Biology.

Ratified for the Board of Governors by

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President, Society for Conservation Biology

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Date