

# JERSEY SHORE AQUARIUM SOCIETY CONSTITUTION & BY-LAWS

Revised September 2023

Version 2023.1

## 1) NAME

- a) The club shall be known as the Jersey Shore Aquarium Society (JSAS).

## 2) PURPOSE

- a) The Purpose of JSAS is to further the interest in the hobby and to increase the knowledge of all hobbyists regarding the habits, environment, breeding and care of freshwater and salt-water fish, invertebrates, amphibians, reptiles, and ponds. JSAS is officially recognized by the IRS as a 501(c)(3) non-profit organization and as such is committed to the donation of aquatic related items which are a benefit to the community, using funds and other resources in excess of those needed for operation of the club.

## 3) FISCAL YEAR, FUNDS, AND PROPERTY

- a) The fiscal year of JSAS shall begin on January 1 and shall end on December 31.
- b) The funds belonging to JSAS are to be used for meeting or function expenses, the betterment of the society, the good of the hobby or for donations for broad public benefit, in accordance with 501(c)(3) rules.
- c) Any single expense over \$100 must be approved by the Board of Directors.
- d) There shall be no personal loans made from the society's account(s) to any general member, officer, trustee, or member of the Board of Directors.
- e) Any and all information acquired, created or printed for JSAS functions is property of JSAS.

## 4) MEMBERSHIP

a) All persons interested in the purpose of JSAS shall be eligible for membership. All members (except Life and Honorary members) shall be required to pay annual dues that are payable in January of each year.

b) Any member not acting in the best interest of JSAS may be dropped from the membership role under certain circumstances. Any member making a charge against another member must first present his case at the Board of Directors meeting, where it will be discussed and reviewed by all members present. If approved by the Board, the member should be given a verbal warning by a Board member or designee, specifying the undesirable behavior. Subsequently, if deemed appropriate by the Board, this should be followed by a second warning in writing. If the behavior persists or is repeated, the member may be discharged by a vote at a board meeting as described in Section 6 (g).

### c) Membership Class Definitions

i) A Family Membership is offered for any couple 17 years of age or older who attend the regular meetings together. Family membership includes up to two adults and allows the members to bring any legal children up to and including age 16 to the meetings free of charge.

ii) A Single membership is required for any individual 17 years of age or older. Single membership allows the member to bring any legal children up to and including age 16 to the meetings free of charge.

iii) A Junior Membership is required for a juvenile 16 years of age or less. Such membership requires written approval by a parent or guardian. A guardian must also be present at all meetings in which a junior member attends. Parents or guardians may NOT leave a junior member unattended at a meeting.

### d) Membership Cost

i) A Single Membership charge is \$20.00 per year.

ii) A Family Membership charge is \$30.00 per year.

iii) A Junior Membership charge is \$10.00 per year.

#### e) Payment of Dues

i) Membership dues are payable in full at the time of joining regardless of the time of year. The President, Vice President, or Treasurer may prorate these dues for partial year if they deem it appropriate.

ii) The Membership Chair will notify any member who is delinquent sixty-(60) days in paying their dues. There will be a thirty-(30) day period allowed from this time to pay the dues. If the dues are not paid, the member may not attend further meetings and may be removed from the current membership role.

f) A member in good standing is any member whose dues are paid for the current year and who has attended at least two club functions within the past year.

g) Guest: A Guest is anyone attending a regular monthly meeting for the first or second time. Anyone attending a regular monthly meeting for the third time will be required to pay the appropriate membership dues.

h) An Honorary Membership may be awarded by the Board for contributions to the welfare of JSAS. An Honorary Member shall be kept on the role for one (1) year, and be reviewed again by the Board at the end of the one (1) year period.

i) A Life Membership may be awarded by the Board for extraordinary contributions to the welfare of JSAS. The Life Member must be an active member in good standing at the time of the appointment.

j) A Life Membership may be awarded at the discretion of the board for any member having served as JSAS President for a period of at least one full calendar year.

k) Voting rights are granted for Single, Family and Life members age 18 and above. Children, guests and honorary members are not eligible to vote for club events or elections. One vote is permitted per member(s) in good standing as described above. Members must be present at the time of the vote.

### 5) BOARD OF DIRECTORS / LEADERSHIP (Board of Directors, Committee Chairs, Members at Large)

a) JSAS will be governed by a board of elected officers (Board of Directors or the Board) consisting of: President, Vice-President, Secretary and Treasurer, as well as Committee Chairs and Members at Large.

b) Positions are not limited by number of terms served.

- c) Any member in good standing may run for a position on the Board when nominated by another member in good standing.
- d) The Board shall assume the responsibility of the administrative functions and meeting programs of JSAS.
- e) The Board shall execute an annual review of the Treasurer's records.
- f) Duties of Officers:
  - i) President – It shall be the duty of the President to preside at all meetings. He/she shall make decisions on all parliamentary questions. However, decisions at board meetings may be appealed by two active members. He/she shall state each motion from the floor clearly before allowing discussions. He/she shall refrain from joining a discussion unless their participation is requested by a majority of the members present. He/she shall call upon the Vice-President to preside if he/she is requested to join a discussion; or if unable to attend a meeting. Following the discussion, the issue is decided by simple majority vote with input by the Board, Members at Large and Members in good standing that are present at the meeting.
  - ii) Vice President – It shall be the duty of the Vice President to preside at Board meetings. He/she shall also perform all of the duties of the President if the President is absent or unable to perform their duties. In the case of the resignation of the President, the Vice President shall assume the office of President for the remainder of the term.
  - iii) Secretary – The Secretary shall keep and record the minutes of JSAS board meetings. He/she shall maintain a list of all standing and special committees, along with each committee chairperson. He/she shall provide written Board Meeting Summary Reports to be included in the following month's edition of The Shoreline.
  - iv) Treasurer – The Treasurer shall receive and keep the funds of JSAS in a checking account established in a reputable bank. He/she shall make cash disbursements as necessary for the period between one regular meeting and the next, providing he/she receives a valid expense report and the funds are used for meeting or function expenses, the betterment of the society or the good of the hobby. Any single expense over \$100 must be approved by the Board of Directors. The Treasurer shall file all required paperwork as required with the government to maintain its 501(c)(3) status, and with the state of NJ for all necessary documentation required by the Gaming Commission.

v) Committee Chairs – Each committee chair has a specific duty assigned to them. (Covered in section 8).

vi) Members at Large – Members in good standing who are actively involved in club activities but are not included in specific positions above may be nominated by a member of the Board to become a member at large. Up to five Members at Large will be allowed at a given time. This position entitles a person to vote during the board meetings (Covered in section 8). Once approved, members at large will be reviewed by the Board annually.

g) Nomination of Officers

i) Nomination of the President, Vice-President, Secretary, and Treasurer will take place at the regular October or November meetings. Any member in good standing may nominate another member in good standing for any position, provided that nominating member has been a member of JSAS for a period of one year.

ii) Nominations of Committee Chairs will be conducted at any point during the year and will take place at the board meetings. Any member can nominate themselves, or another member in good standing. Voting is not required and upon verbal acceptance by the Board, a Committee Chair appointment may take effect immediately.

h) Elections

i) All officers shall be chosen by a simple majority using a secret ballot at the December general membership meeting. Officers are elected for a term of one (1) calendar year in length, and shall remain in office until their successors are elected.

ii) In the event of a tie, the winner will be determined by secret vote of the Board, Committee Chairs and Members at Large in attendance at the meeting.

## 6) MEETINGS AND QUORUMS

a) JSAS will meet at a place accessible to the membership, as determined by the elected officers.

b) The general meeting will be conducted the second Monday of every month at an agreed upon location in Monmouth County. Alternate arrangements may be made as long as the members are given adequate notice so they can make arrangements to attend.

c) The President shall conduct the regular monthly meetings as he/she deems fit as long as he/she acts within the best interest of the general membership, and acts within the framework of this document.

d) The Annual Meeting, comprising the election of Officers, will be held the second Monday of December at the “JSAS Holiday Party”.

e) Special meetings may be called by the President or upon request of the majority of the Board of Directors, or by request of the majority of the members provided a minimum of three (3) days’ notice of such meeting is given. It shall be the duty of the President to inform the membership of such a meeting.

f) The Board of Directors shall meet for a board meeting on the 3rd Monday of the month to discuss and prepare for future monthly meetings in that calendar year. Any member may attend the meetings and present opinions to the board but all decisions will be made final by vote as described in Section 6 (g).

g) Eligible voters at board meetings include members of the Board, Members at Large, and all Committee Chairpersons. A quorum is required to pass a resolution. If a quorum is not reached at the meeting, the resolution will be issued by email, reaching out to the Board, Members at Large and Committee Chairpersons, including those who did not attend the meeting, until a quorum is reached.

## 7) ALTERATIONS AND AMENDMENTS TO THE BY-LAWS

a) In order for the By-Laws to be amended, the changes must be provided to the Board for review before a monthly Board meeting. A committee may be formed if deemed necessary.

b) The complete document must then be presented by the president and reviewed at the board meeting following the general meeting. The alteration or amendment must be adopted by two thirds vote as described in Section 6 (f). Members in good standing are allowed to attend any board meeting they wish and may be involved in discussions regarding changes to the by-laws.

## 8) COMMITTEES

a) Committees will be formed to assist with the normal operation of JSAS. Committee members should be present at board meetings during the year in order to report their progress or concerns to the Board in a timely manner. Any Committee

Chair missing more than 3 consecutive board meetings during which their committee is active, is subject to expulsion of their committee by the Board.

b) Elected Committee Chairpersons may solicit assistant committee members from the current membership as they see necessary to perform their elected duties provided those members are acting in the best interest of JSAS. This may be subject to approval of the board should any issues arise.

c) Standard Committees:

i) Food and Beverage Chair– Duties include the care and transportation of the coffee pots and related supplies, and providing adequate water, soda, snacks, etc. to the regular meetings.

ii) Membership Chair – Duties include collecting membership dues and recording payments, issuing and collecting name badges, giving out door prize tickets, signing in and maintaining a guest log and taking attendance at the regular meeting. He/she shall keep a list of the past years membership including addresses and a list of the current membership, including addresses and emails. Any such information must be available to any board member upon request.

iii) Newsletter/Shoreline Chair – In short, responsible for creation and monthly distribution of The Shoreline, the newsletter of the Jersey Shore Aquarium Society.

iv) Speaker Chair – Duties are to arrange for guest speakers and transportation at all of the regular meetings. All speaker's topic and cost must be approved by the Board. Also to advise the editor, web chairperson and Facebook coordinator of the speakers in sufficient time to allow inclusion in The Shoreline, online platforms and promotions. Also responsible for the care and/or transportation of JSAS's presentation equipment. He/she shall also write to all guest speakers to thank them for appearing at the meetings.

v) Breeders Award Program (BAP) Chair – Duties include collecting the BAP forms, awarding points as outlined in the BAP handbook, writing a monthly recap for The Shoreline and logging in fish, etc. brought in for the mini auction at the regular meetings.

vi) Dry Goods Chair – He/she shall make sure that all of JSAS's donations are in check. They are also responsible for creating bags for our monthly fish auction as well as the spring and fall auctions. This person shall also hold all of our donations of goods for distribution at the appropriate meeting throughout the year.

vii) Manufacturer Donations Chair - Shall be responsible for soliciting donations for the club from manufacturers associated with the hobby and the purpose of the JSAS. He/she shall also be responsible for distributing copies of any society publication or special event program other than The Shoreline to all participating manufacturers.

viii) Public Relations, Marketing, and Advertising Chair - He/she shall handle publicity for JSAS at the direction of the President as well as advertising from local pet shops. This committee shall also maintain the Facebook page as well as handle any forms of advertising or social media the President wishes.

ix) Membership Awards (MAP) Chair - Responsible for recording all members MAP points and supply totals to the Board for the April, September, October and November meetings. The Board will approve the earned points at the board meetings and provide the final listing to the Web Chair.

x) Web Chair - Responsible for monthly updates of the web site to include guest speaker, BAP standings and MAP standings. Also responsible for updating web site to online registration for the yearly auction.

xi) North East Council (NEC) Liaison - Responsible to update the JSAS activities and auctions to the North East Council and to relay information from NEC to the club.

d) Special Committees will be established when deemed necessary by the Board to assist with specific functions.

## 9) DISSOLUTION

a) JSAS may be dissolved by a three-quarter vote of active members present at a regular meeting, provided the President notifies all members of such a vote within thirty (30) days of the meeting.

b) In the event JSAS is dissolved, all of the assets of JSAS shall be converted to cash and given to a national hobby related charity or non-profit organization as decided by a two-thirds vote of the active membership that voted for dissolution.