

JERSEY SHORE AQUARIUM SOCIETY CONSTITUTION & BY-LAWS

Revised September, 2000

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 in the habits, breeding, care and environment of freshwater and salt-water fish, invertebrates, amphibians, reptiles, and ponds. JSAS will document and exchange ideas relative to its interest for the benefit of all hobbyists.

3) FISCAL YEAR / SOCIETAL FUNDS

- a) The fiscal year of JSAS shall begin on January 1 and shall end on December 31.
- b) The funds belonging to the Society are to be used for meeting or function expenses, the betterment of the society, or the good of the hobby.
- 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.

4) MEMBERSHIP

- a) All persons interested in the purpose of JSAS shall be eligible for membership. All 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 and discharged by a two-thirds vote of the active membership present at a regular meeting. A member making such a charge against another member must first present his case at a Board of Directors meeting, where it will be discussed and reviewed. The Board will then present the motion to the general membership at the next general meeting if it sees fit.
- c) Membership Class Definitions
 - i) A Family Membership is required for any couple 17 years of age or older who attend the regular meetings together. Each adult will receive one vote after completing one year of membership and one copy of The Shoreline will be mailed to the main membership address on file with the society.
 - ii) A single membership is required for any individual 17 years of age or older and will receive one vote after completing one year of membership and one copy of The Shoreline will be mailed to the main membership address.

Jersey Shore Aquarium Society

By-laws

Page 2 of 6

- iii) A Family or Single membership may bring any legal children up to and including age 16 to the meetings free of charge.
 - iv) A Junior Membership is required for a juvenile 16 years of age or less attending on their own and does not qualify for a vote but will receive a copy of The Shoreline. Such membership requires written approval by a parent or guardian.
- 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. Dues will be prorated for the second year of membership depending upon the date of original membership according to the following schedule:

<u>Month Joined</u>	<u>Second Year Dues % of First Year</u>
January	100
February	100
March	100
April	75
May	75
June	75
July	50
August	50
September	50
October	25
November	25
December	25
 - ii) The Treasurer 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 be removed from the current membership role.
- f) A member in good standing is anyone whose dues are paid for the current year.
- g) Definition of a Guest
A Guest is anyone attending a regular monthly meeting for the first and 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.

5) BOARD OF DIRECTORS

- a) The Board of Directors (The Board) shall consist of the four – (4) Officers, all Committee Chairpersons, the past President and a minimum of three- (3) Members at Large.
- b) The Board shall assume the responsibility of the administrative functions and meeting programs of JSAS.
- c) They shall also execute an annual audit of the Treasurer's records and report thereon at the following regular meeting.

6) ELECTED MEMBERS OF THE BOARD OF DIRECTORS

- a) JSAS will be governed by a board of elected officers consisting of:
 - President
 - Vice-President
 - Secretary
 - Treasurer
- b) President, Vice-President and Secretary may serve two consecutive elected terms in office. Treasurer is not limited to the number of terms served.
- c) 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, any decision may be appealed by two active members, with a majority vote deciding the issue. He/she shall state each motion from the floor clearly before allowing discussions. He/she shall refrain from joining a discussion unless his participation is requested by a majority of the members present. He/she shall call upon the Vice-President to preside if he/she is so requested to join a discussion; or if unable to attend a meeting.
 - ii) Vice-President – It shall be the duty of the Vice-President to preside at all 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 and all its meetings. He/she shall have on hand a copy of Robert's Rules of Order for reference at all 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 and General Meeting Reports to be printed 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

Jersey Shore Aquarium Society

By-laws

Page 4 of 6

Treasurer and/or President shall sign all expense checks. He/She shall keep and present a written summary of all income and expenses for the previous year at the January Board Meeting.

- d) Nomination of Officers
 - i) Nomination of Officers will take place at the regular November meeting. Any member in good standing may nominate another member in good standing that has been a member of the Society for a period of one year and attended three (3) prior Board meetings for any position.
- e) Members at Large
 - i) A Minimum of three- (3) Members at Large will be elected to the Board of Directors, who have a least one- (1) year active membership and have attended three (3) prior Board Meetings.
- f) Elections
 - i) All officers shall be chosen by sealed ballot at the December meeting, for a term of one-(1) calendar year in length, and shall remain in office until their successors are elected. An absentee ballot will be included in the December Shoreline with instructions for filing.
 - ii) The Members at Large will be nominated by an Officer and approved by the Board at the January Board Meeting.

7) MEETINGS AND QUORUMS

- a) JSAS will meet at a place accessible to the membership, as determined by the elected officers.
- b) The current meeting agenda will be the second Monday of every month, except August, at the Knights of Columbus Hall on East Main Street in Freehold, NJ. Meetings will begin at 8:00 p.m. and the President shall call the meetings to order promptly at 8:30 p.m.
- c) The President shall conduct the regular meetings as follows,
 - i) Call the meeting to order.
 - ii) Request the reading of the Treasurer's Report.
 - iii) Solicit reading of any other active Committee reports.
 - iv) Solicit motions pertaining to any unfinished (old) business.
 - v) Solicit new business from the floor.
 - vi) Award the door prize.
 - vii) Introduce the guest speaker.
 - viii) Break the meeting for program set-up.
 - ix) Turn the meeting over to the guest speaker.
 - x) Resume control of the meeting upon completion of the speaker program.
 - xi) Preside over raffle and auction.
 - xii) Adjourn the meeting.

Jersey Shore Aquarium Society

By-laws

Page 5 of 6

- d) The Annual Meeting, comprising the election of Officers, will be held the second Monday of December.
- 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 before each regular meeting on the fourth Monday of the Month and place most convenient to a majority of the members of the Board.
- g) Twenty-five percent (25%) of the membership in good standing shall constitute a quorum for the transaction of business at the regular meetings. The transaction of business must pass by a two-thirds (2/3) vote.
- h) Six members of the Board of Directors shall constitute a quorum for the transaction of business at the Board meetings.

8) ALTERATIONS AND AMENDMENTS TO THE BY-LAWS

- a) Alterations and amendments to the by-laws may be made at regular meetings, provided publication of the proposed change is given to each member at least three-(3) days prior to the meeting. The alteration or amendment must be adopted by an actual two-thirds vote of all active members in attendance.
- b) Alterations and amendments to the by-laws may also be made at a special meeting provided that the proposed change is given to each member at least three- (3) days in advance and that the alteration or amendment is adopted by an actual two-thirds vote of all active members in attendance.
- c) It shall be the duty of the President to inform the membership of the proposed alterations or amendments.

9) COMMITTEES

- a) Standard Committees will be formed to assist with the normal operation of JSAS. The following Standard Committee Chairpersons will be nominated by the President Elect at the January Meeting and approved by the Board.
 - i) Refreshment – Duties include the care and transportation of the coffee pots and related supplies, and bringing adequate soda, donuts, etc. to the regular meetings.
 - ii) Membership – Duties include 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.
 - iii) Newsletter – In short, responsible for creation and monthly distribution of The Shoreline, the newsletter of the Jersey Shore Aquarium Society. This is a multi-level committee requiring an editor, exchange editor, classified department, printing and distribution network.

Jersey Shore Aquarium Society

By-laws

Page 6 of 6

- iv) Speaker Program – Duties are to arrange for guest speakers at all of the regular meetings (except December) and to advise the editor of the speakers in sufficient time to allow inclusion in *The Shoreline*. Also responsible for the care and transportation of JSAS's slide projector and projection screen. He/she shall also write to all guest speakers to thank them for appearing at the meetings, and mail them an issue of *The Shoreline* prior to and immediately their appearance.
 - v) Breeders Award Program (BAP) – 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) Advertising / Pet Shop Donations – Duties are soliciting advertising from local pet shops. Advertisements are paid for in dry goods, gift certificates, cash or livestock that is used in the monthly mini-auctions.
 - vii) Manufacturer Donations - 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 - He/she shall also handle publicity for JSAS at the direction of the President.
- b) All proposed committee chairpersons will be nominated by the President and require acceptance by a two-thirds vote of the Board of Directors at the meeting during which the nomination takes place.
 - c) Elected committee chairpersons may solicit assistant committee members from the current membership as they see necessary to perform their elected duties.
 - d) Special Committees will be established when deemed necessary by the Board to assist with special functions.

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.