

# BYLAWS OF THE SOUTH FLORIDA HYDROLOGIC SOCIETY

Written: January 5, 2010

Adopted: \_\_\_\_\_

Revised: \_\_\_\_\_

## 1.0 MEMBERSHIP

### 1.1 Membership Categories

The membership of the South Florida Hydrologic Society (SFHS) shall consist of Active, Honorary, and Student members.

#### 1.1.1 Active Member

To be eligible for Active membership, an applicant shall have a degree in engineering, hydrology, geology, biology, or a related field from a recognized college or university, or the equivalent experience, or have in actively engaged in the full-time application of hydrology or related scientific or professional work for a minimum of two (2) years.

#### 1.1.2 Honorary Member

Consideration for Honorary membership shall be based on an individual's continued dedication and service to the advancement of the study or practice of hydrology in the South Florida area or their continued dedication and service to the South Florida Hydrological Society. Honorary members shall be selected by the Executive Board. Any Active Member may submit the name of an individual to the Executive Board for consideration as an Honorary member. Honorary Members shall not be eligible to vote or hold elective office.

#### 1.1.3 Student Member

Any person who is a student in good standing studying for a degree in engineering, hydrology, geology, biology, or a related field, is eligible for Student membership. Student members shall not be eligible to vote or hold elective office.

### 1.2 Suspension of Membership

Any member who is in arrears of dues or in legally incurred indebtedness to the Society shall be suspended from the SFHS, and shall lose all rights and privileges accorded to members. The Executive Board shall restore former membership status to any such suspended member when the indebtedness has been liquidated.

All Active, Honorary, and Student members shall be guided by the highest standards of business ethics, personal honor, and professional conduct. Any member who, after proper investigation by the Executive Board, is found guilty of violating any of these standards of conduct may be admonished, suspended, allowed to resign, or expelled from membership at the discretion of the Executive Board.

### **1.3 Membership Application**

Applicants for active membership shall submit an application and dues to the Vice-President of Membership.

Membership applications shall include the following information:

- (1) Name
- (2) Contact information
- (3) Professional or student affiliation
- (4) Education
- (5) Work experience
- (6) Statement of interest

The names of new members shall be publicized by the SFHS and introduced to the Society at the next meeting.

## **2.0 DUES AND SPECIAL ASSESSMENTS**

### **2.1 Dues**

The annual dues for Active members and Student members of the Society shall be established at the beginning of each administrative year by the Executive Board. Dues shall be payable on or before January 31<sup>st</sup> of each year. No dues shall be required of Honorary members. Dues are currently \$0 for Active members and \$0 for Student members.

### **2.2 Proration of Dues**

Dues for new members who join the Society after the beginning of the year shall be prorated according to the quarter of the year.

### **2.3 Special Assessments**

Special assessments can be levied at any time with the approval of two-thirds of the Active members.

### **2.4 Non-Payment of Dues or Special Assessments**

Members who are in arrears for dues and/or special assessment for a period of three (3) months shall be deemed suspended and may be dropped from the rolls at the discretion of the Executive Board. Such former members may be reinstated by the Executive Board upon payment of dues and/or special assessments in arrears plus a reinstatement fee of 15 percent of the amount owed.

## **3.0 EXECUTIVE BOARD**

The officers of the SFHS shall be the President, President-Elect, Vice-President for Membership, Vice-President of Programs, Secretary, Technical Program Committee Chair, and Past President. The tenure of these officers shall be one (1) year.

### **3.1 President**

The duties of the President shall be to preside at all general and Executive Board meetings, call Special meetings, appoint such committees as are not provided for in the Bylaws, and, jointly with the Secretary and Vice President for Membership, sign all written contracts and other obligations of the Society. The President shall assume the duties of Chairperson of the Executive Board and supervise the business of the Society. The President shall also be responsible for making arrangements for a meeting place for Regular Meetings and providing for an annual audit of financial records.

### **3.2 President-Elect**

The duties of the President-Elect shall be to participate in Executive Board meetings and serve as understudy to the President. The President-Elect will assume the office of the President the following year. The President-Elect shall not have Executive Board voting privileges.

### **3.3 Vice-President for Membership**

The duties of the Vice-President for Membership shall be to assume the office of President when a vacancy occurs for any cause and assume the duties of the President during the absence or disability of the President. In addition, the Vice-President for Membership shall serve as Chairperson of the Membership Committee and as Treasurer

The Vice-President for Membership shall receive and disburse all funds as authorized by the Society, to keep accurate account thereof, and to submit annually a report of the Society's financial records for auditing. The Vice-President for Membership shall be present or delegate a substitute to be present at each meeting to collect monies and membership applications. The Vice-President for Membership, jointly with the President and Secretary, shall sign all written contracts and other obligations of the Society, and shall assume the duties of the President in the absence of the President.

### **3.4 Vice-President for Programs**

The Vice-President for Programs shall serve as Chairperson of the Program Committee and be responsible for coordinating facilities for Society Meetings.

### **3.5 Secretary**

The secretary shall also serve as Chairperson of the Web Committee. The Secretary, jointly with the President and Vice-President for Membership, shall sign all written contracts and other obligations of the Society and shall assume the duties of the President in the absence of the President and Vice-President for Membership.

### **3.6 Technical Program Committee Chair**

The technical program committee chair shall chair the technical program committee and be responsible for identifying and recruiting speakers for Society meetings.

### **3.7 Past President**

The past president shall participate in Executive Board meetings and assist the President and Executive Board as requested. The Past President shall not have Executive Board voting privileges.

### **3.8 Executive Board**

The Executive Board shall consist of the President, President-Elect, Vice-President for Membership, Vice-President for Programs, Secretary, Technical Program Committee Chair, and the Past President. The Executive Board's duties shall be to appoint officers to fill vacancies occurring during the year, except the office of President, to which the Vice-President for Membership shall succeed; and to have general supervision of the organization.

## **4.0 STANDING COMMITTEES**

The South Florida Hydrologic Society shall have the following Standing Committees:

- Membership Committee
- Program Committee
- Technical Program Committee
- Web Committee
- Nominating Committee
- Awards/Scholarship Committee

The President shall appoint a chairperson to those committees not already chaired by an officer. These appointments shall be for one year. The Chairperson of a Standing Committee may, in turn appoint any additional members in good standing in the Society to his or her committee. The President may appoint any special committees as the Executive Board may authorize. Any committee member may be removed and replaced by a new appointee upon majority action of the Executive Board. Except as specified in Section 3, any Active or Student Member in good standing may serve on or chair a standing or special committee.

### **4.1 Membership Committee**

The Membership Committee shall maintain a mailing list of active members, accept and review membership applications, and maintain the finances and financial records of the Society.

### **4.2 Program Committee**

The Program Committee shall coordinate facilities for Society meetings. This shall include a meeting room, food and beverages (if requested by the Executive Board), and any audio-visual equipment required for the meeting.

### **4.3 Technical Program Committee**

The Technical Program Committee shall provide a program for the Regular Meetings of the Society and to make necessary arrangements for that program.

#### **4.4 Web Committee**

The Web Committee shall be responsible for the design and upkeep of the Society Web Page and oversee the sale of any Society publications and assist in the publication of any other manuscripts or documents the Executive Board may authorize.

#### **4.5 Nominating Committee**

The Nominating Committee shall consist of the Executive Board of the Society.

The Nominating Committee shall nominate two or more candidates for each elected office to be announced by the Society prior to the Annual meeting. At the Annual meeting, additional nominations may be made from the floor following the report of the Nominating Committee. The Nominating Committee shall be responsible for preparation, distribution, and collection of the ballots at the Annual Meeting, and the tabulation of the results of said balloting. The Nominating Committee shall present the results of the balloting to the president of the Society during the Annual Meeting so that the newly elected officers may be presented to the Society

#### **4.5 Awards/Scholarship Committee**

The Awards/Scholarship Committee shall nominate and recommend award and scholarship candidates to the Executive Board.

### **5.0 MEETINGS**

#### **5.1 Types of Meetings**

The meetings of the South Florida Hydrologic Society shall be of three classes: Regular, Executive Board, and Annual.

#### **5.2 Regular Meetings**

The SFHS shall hold at least one Regular meeting each quarter except that, by vote of the Executive Board, additional Regular Meetings may be held or Regular Meetings may be discontinued for a period not to exceed six months. The appropriate time and place for Regular Meeting shall be announced by the President or a delegated Committee.

#### **5.3 Executive Board Meetings**

Executive Board Meetings shall be held at such times and places and for such purposes as the Executive Board deems necessary and as announced by the President. Executive Board meetings may be conducted by teleconference. All Executive Board meetings shall be publicized by the Society in advance.

#### **5.4 Annual Meeting**

The Annual Meeting shall be held at a place and time designated by the Executive Board. The purpose of this meeting will be to complete the business of the SFHS and shall include the following order of business:

- Report of the Executive Board, the President, the Vice-President for Membership, and the Standing Committees. Standing Committees may be considered with the report from the President.
- Old or unfinished business.
- New business.
- Election of new officers.
- Program.
- Presentation of new officers.

## **5.5 Elections**

The election of officers shall be held at the Annual Meeting. Nominations shall be made by the Nominating Committee.

At the Annual Meeting, additional nominations may be made from the floor. If none of the candidates for a particular office obtains a majority of the votes cast, the candidate with the least number of votes shall be eliminated and a second ballot taken. If there is a tie between two candidates, a second ballot shall be taken at the Annual Meeting. If, after the second ballot, there is still a tie, the winner shall be decided by the flip of a coin.

## **5.6 Quorum**

Quorum for the transaction of official business at any meeting of the SFHS shall consist of a simple majority of Active Members (Regular Meeting) or a simple majority of the Executive Board (Executive Board Meeting).

## **5.7 Voting**

All matters submitted for a vote shall be resolved by a simple majority of the votes cast, except those matters specifically prescribed by Sections 2.3 and 7.0 of these Bylaws which shall require a two-thirds majority vote. In the event of a tie, the President shall cast the deciding vote.

## **5.8 Organization and Conduct of Meetings**

Each meeting shall be called to order and thereafter chaired by the President, or other officer as may be appointed by the president. The business portion of all Regular and Executive Board meetings will be conducted in accordance with Robert's Rules of Order.

## **6.0 AWARDS**

### **6.1 Awards Committee**

The Awards Committee shall submit recommendations to the Executive Board for the Public Service Award, the Distinguished Service Award, and for scholarships to be awarded by the Society.

### **6.2 Public Service Award**

The Public Service Award shall be given to recognize the contribution of members of the SFHS to public affairs and to encourage hydrologists to take a more active part in such

affairs. The recipient shall be a member of the Society, but may be in any class of membership. This award may be given without regard to previous awards. Granting the Public Service Award in any year shall be discretionary.

### **6.3 Distinguished Service Award**

The Distinguished Service Award shall in given to member who has distinguished him or herself in singular and beneficial long-term service to the SFHS. The emphasis shall be on long-term and, at the same time, meaningful service to the SFHS. The term singular does not necessarily mean without precedence, but rather that the activity be specific as distinguished from general service. More than one member of the SFHS may be considered in any one year for the award, but Honorary members should generally be excluded. Granting the Distinguished Service Award in any year shall be discretionary.

### **6.4 Scholarships**

Scholarships shall be awarded from an endowed scholarship fund. The Executive Board shall select scholarship recipients from candidates recommended by the Awards Committee. Granting scholarships in any year shall be discretionary.

## **7.0 Amendment to Bylaws**

Amendments to the Bylaws shall be made by vote of two-thirds of the Active members present at any Regular Meeting, provided that the proposed amendment has been submitted to the members of the SFHS at the prior Regular or Annual Meeting in advance of the date on which the ballot is taken.