

Federation of American Aquarium Societies



Bylaws

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Section 1. Membership

1. Membership in FAAS shall be open to any aquarium society or individual that has met the criteria established by the Board of Directors. The classes of membership shall be:

- a. Society
- b. Associate
- c. Affiliate
- d. Individual

2. Society membership shall be open to all aquarium societies of any nature who submit their application and fees in accordance to the criteria established by the Directors. Society membership shall carry all rights and privileges established by the Board of Directors. Each Society member shall select one of their members to serve as their Delegate to FAAS and shall submit that person's name and address to the Membership Committee.

3. Associate membership shall be open to International, National, Regional or State Organizations who enter into correspondence with FAAS for the mutual exchange of information and assistance. This category shall carry no rights or privileges within FAAS nor shall there be any dues or fees assessed. Membership is continuous unless specifically terminated by the BOD.

4. Affiliate membership is open to any society that is not eligible for Society membership due to being outside the approved geographical boundaries of FAAS. This class of membership shall carry such rights as the BOD may establish.

5. Individual membership is open to those persons who shall qualify under the terms and conditions specified by the BOD. This category carries no rights or privileges except to hold office, elected or appointed, in FAAS.

6. The Board of Directors shall establish the dues and fees required for each class of membership.

Section 2. Board of Directors & Officers, Election

1. The Board of Directors shall consist of eight (8) individuals who are elected by and from the Societies of FAAS. They shall serve a term of four (4) years with four (4) directors being elected every two (2) years. The new BOD members shall take office January 1st of the year immediately following their election

2. Only members from a Society in Good Standing are eligible to be nominated and elected to the Board of Directors or as an Officer.

Section 2. Board of Directors & Officers, Election (cont.)

3. The Board of Directors shall elect officers each year in July. The President shall accept nominations from all eligible members until July 15th. The President shall submit a ballot of all valid candidates to the Board no later than July 20th. Ballots must be returned to the President bearing a postmark or other acceptable dating method no later than July 31st. Those candidates receiving a majority of the valid votes cast will be declared elected and shall take office January 1st. In years in which BOD elections shall fall, only those BOD members who shall constitute the Board on January 1st shall be eligible to vote for officers.

4. In instances of tie votes or no candidate receiving the required majority a revote shall occur until the required majority is reached.

Section 3. Board of Directors, Operations

1. The Board of Directors shall conduct business according to guidelines they shall establish. These guidelines shall be presented, in writing, to all Directors upon their election or appointment.

2. Any Director may submit an item for discussion by the Board. The President, or any two (2) Directors, may call for a vote upon any proposal.

3. The President shall communicate to all Directors and Chairpersons by the 5th day of each month. This communication shall include all pertinent items of business and information that the President shall deem necessary and proper or as is required by the constitution, by-laws or other governing rules.

4. All Directors must respond to the President's communication by the 15th of each month and copies of their response must also be sent to all other Directors and appropriate committee chairs. Committee Chairs and Officers must respond to the President's communication where appropriate and send copies of their response to all Directors.

5. Failure to respond to the President's communication shall constitute cause for dismissal or other disciplinary action by the President or Board of Directors. The President may waive the requirement in extenuating circumstances but must so notify all other Directors of the action and cause.

Section 4. FAAS Delegate

1. Each Society shall select one of their members to serve as the FAAS Delegate. The delegate shall receive all official correspondence from FAAS and be responsible for communicating it to the society. They shall have custody of the FAAS Handbook and see that it is handed on to their successor in good and proper order.
2. The Delegate shall be responsible for forwarding all communications to FAAS on behalf of his society. This shall include, but not be limited to, award nominations, ballots, questionnaires and other reports such as address changes and events.
3. The Delegate serves as the official spokesman for the society to FAAS in all matters.
4. A change in the Delegate must be sent to the Membership Chairman of FAAS and should be signed by the President of the Society. It should include the name, address and telephone of the new Delegate.

Section 5. Committees, General

1. All committee Chairmen are appointed by the President and approved by a majority vote of the Board of Directors. Chairmen serve at the discretion of the President and may be dismissed by him or the Board of Directors.
2. Chairmen are required to respond to all communications from the President where appropriate and must respond to specific requests for information from any Director. Failure to comply constitutes cause for dismissal or other disciplinary action by the President or Board of Directors.
3. Chairmen must report each month, in writing, to the President concerning the activities of their committee unless the President or Board of Directors shall establish a different reporting schedule for their specific committee. The President, or Board of Directors, may require reports to be filed with other personnel or committees, as they deem necessary.
4. Chairmen may select the personnel of their committee as they feel necessary and shall inform the President of all such members. The assignment by the Chairman of any duty to another committee member does not relieve the Chairman of their responsibility for the proper accounting or performance of that duty. The Chairman is solely responsible for the duties of their respective committees.
5. Committees shall perform such duties as are specified by these by-laws and as may be required by the President or Board of Directors.

Section 6. Committees, Standing

1. The Awards Committee shall administer the FAAS Awards Program according to the guidelines established by the Board of Directors.
2. The Computer Committee shall be responsible for establishing computer programs and aids for distribution to the membership and to promote the use and distribution of such programs. The committee shall be responsible for licensing and copyright issues in regards to such programs and serve as support staff for the programs. The committee shall establish and maintain a World Wide Web site or other appropriate Internet presence for FAAS.
3. The Delegate's Committee shall be responsible for evaluating the duties and guidelines of the Delegates from the member societies. They shall submit to the Board of Directors their recommendations for improving the relationship between FAAS and its members and for assisting the Delegate's in the performance of their duties. They shall respond to requests from the Delegates for information or assistance and shall, where they are unable to directly provide the assistance, refer such requests to the proper authority for action.
4. The Elections Committee shall be responsible for the conducting of the elections for the Board of Directors. They shall receive nominations from the membership and may nominate candidates as the committee until March 5th. They shall select from all nominees those candidates they feel qualified to serve. They shall send the nominations and resumes of the candidates to the Board of Directors no later than March 10th of the election year. Ballots shall be sent by first class (or equivalent International rate) mail or by electronic means to all members eligible to vote no later than April 15th of the election year. The ballots shall include a resume of each candidate. Only ballots returned bearing a postmark or other acceptable dating method of no later than June 1st shall be valid. The committee shall determine the validity of all ballots and which candidates received sufficient votes to be elected. They shall report the results to the President, the Board of Directors and all candidates by June 15th.
5. The Federation Liaison Committee shall maintain contact and exchange information with State, Regional, National and International Societies, Federations and Specialty Societies. They shall coordinate activities, information, events and other items of mutual concern between FAAS and such groups. They shall be responsible for assisting the Legislation Committee in the gathering and distribution of current and pending legislation at any level that may affect the hobby. They shall coordinate the exchange of information for publication by FAAS of said events, activities, information, legislation or other concerns. The chairman shall serve as the FAAS representative to all such groups as may be required or as directed by the President or Board of Directors.

6. The Legislation Committee shall monitor and review such legislation on any level as may be of interest or concern to FAAS and its membership. They shall report to the Board of Directors and the membership their recommendations for action as may be appropriate.
7. The Membership Committee shall maintain all current membership records and distribute them as directed by the Board of Directors. They shall maintain a current mailing list for use by the Board of Directors, Officers or Committees of FAAS. All requests for membership or renewal shall be directed to this committee for action. They shall maintain such documents, records or other items as are necessary to perform the duties assigned them by these by-laws or the Board of Directors.
8. The Program Committee shall establish, maintain, evaluate, and otherwise manage the various programs offered by FAAS for its membership according to the guidelines established by the Board of Directors.
9. The Publishing Committee shall oversee and be responsible for the publishing of the **Federation Report** and such other documents as the Board of Directors may establish. The Chairman shall be the Editor of the publication and shall exercise such authority and powers as are inherent in the position or as the Board of Directors shall grant.
10. The Sales Committee shall operate the various sales and promotional programs of FAAS according to guidelines established by the Board of Directors.
11. The Show Sanctioning Committee shall operate the FAAS Show Sanctioning and FAAS Show Awards Program according to guidelines established by the Board of Directors.
12. The Aquatic Photo Award Program Committee shall be responsible for all aspects of the program, including the judging, in accordance with the procedures and guidelines established by the Board of Directors.
13. The Breeders Award Program Committee shall be responsible for all aspects of the program in accordance with the guidelines and procedures established by the Board of Directors.
14. The Horticulture Award Program Committee shall operate all aspects of the HAP according to guidelines established by the Board of Directors. They shall submit to the Board of Directors their recommendations for alteration or improvement in the program.
15. The Publication Awards Program Committee shall operate the program according to guidelines established by the Board of Directors. They shall maintain the awards, select the judges and issue the results to the Board of Directors.

Section 7. Committees, Special

1. The Board of Directors may establish such Special Committees as they feel necessary and appropriate. Such committees shall be created by approval of a majority of the Directors at any time without advance notice being necessary. The enacting authority must state the specific function of the committee along with its reporting guidelines and date such report is due to the Board. No Special Committee may be created to replace any Standing Committee or to assume the responsibilities of any Standing Committee. The chairmen of all Special Committees shall be appointed by the President and approved by a majority of the Board of Directors.

Section 8. Communications

1. The Board of Directors shall receive by the 5th of each month a letter from the President setting forth the current business of FAAS. This letter shall be sent to such committees as the President or Board feels appropriate. The Directors **must** respond to the letter by the established deadline and failure to do so two (2) consecutive months shall constitute cause for removal.

Directors **must** send copies to all other members of the Board and should copy such chairmen as are appropriate. Committee Chairs **must respond** to specific demands made upon their committee in the letter and copy their response to **all** Directors. Failure to respond on the part of the Chairpersons constitutes grounds for dismissal.

2. The Board of Directors may accept any form of written or electronic response as they feel appropriate (fax, email, stamped mail, etc.).

3. The President's letter and all responses should be of a factual nature. Personal grievances and non-constructive comments are not permitted and should be avoided.