

## **NEW ENGLAND CHAPTER STANDING RULES**

The following rules are established to assist in conducting the business of the New England Chapter.

### **Section 1. Duties of the President**

The President shall have the following responsibilities:

- a. Conduct the general business of the New England Chapter.
- b. Make appointments authorized in the Standing Rules.
- c. Establish special committees required for the business of the New England Chapter.
- d. Attend the Annual Meeting of the international Society of Wetland Scientists, and the Mid-year Board Meeting of the Society as well as participate in other Society meetings as appropriate, or appoint another Board Member or Chapter member to attend the meeting.
- e. Exercise such other responsibilities determined from time to time by action of the
- f. New England Chapter or its Board of Directors. Prepare and submit Chapter Reports, as directed by international SWS<sup>1</sup>.

### **Section 2. Duties of the Vice-President**

The President shall have the following responsibilities:

- a. Assist the President and perform the duties of the President when that officer is absent or unable to act.
- b. Serve as Parliamentarian at meetings when the Immediate Past President is not available.
- c. Act as Archives Liaison to international Society of Wetland Scientists staff, ensuring that appropriate Chapter documents are archived.

### **Section 3. Duties of the Secretary**

The Secretary shall have the following responsibilities:

- a. Record and read minutes of the annual meeting of the New England Chapter and all called meetings of the Board of Directors. Distribute minutes to Board members and to the webmaster; minutes shall be made available on the New England Chapter page of the international Society of Wetland Scientists website ([www.sws.org](http://www.sws.org)).
- b. Request updated mailing list of Chapter members from international Society of Wetland Scientists. Provide copies of membership lists to Board of Directors when requested to do so.
- c. Certify eligibility of voting members.

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<sup>1</sup> Typically this occurs twice per year, and includes coordinating with other Board members and Committee Chairs. Reports are generally due prior to international SWS Full Board meetings. Chapter Reports discuss Chapter activities and how the Chapter activities are aligning with the international SWS Strategic Plan.

- d. Direct all correspondence received to the appropriate board member as needed.
- e. Prepare and mail correspondence at the direction of the Executive Board members.
- f. Maintain a file of correspondence and records of the New England Chapter business.
- g. Maintain and update copies of the Bylaws and Standing Rules; make updated copies available on the website.
- h. Prepare semi-annual reports of membership status.

#### **Section 4. Duties of the Treasurer**

The Treasurer shall have the following responsibilities:

- a. Administer the financial resources of the New England Chapter in accordance with all applicable laws and requirements set by the international Society of Wetland Scientists, local, state or federal governments.
- b. Pay all bills of the New England Chapter as authorized by the President or the Board of Directors.
- c. Prepare annual budgets and/or statements as necessary, and present at the annual meeting of the New England Chapter.

#### **Section 5. Duties of the Immediate Past President**

The Immediate Past President shall have the following responsibilities:

- a. Act as Chair for both the Nominating Committee and Bylaws and Standing Rules Committee.
- b. Perform the duties of President if both the President and Vice-President are unable to act.
- c. Serve as Parliamentarian at meetings.
- d. The Immediate Past President shall remain as a voting member of the Board.

#### **Section 6. Salaries, Expenses, and Authority to Commit Funds**

- a. Officers and Directors of the New England Chapter shall not receive any salary or clerical or other expenses unless approved by the Board of Directors in advance.
- b. The Board of Directors should review and authorize any single expenditure that has financial consequences for the chapter in amounts greater than \$500.

#### **Section 7. Dues and Fees**

- a. Dues for membership in the New England Chapter will be paid to the international Society of Wetland Scientists, and will be transferred to the New England Chapter as per the standing rules of the international Society of Wetland Scientists.
- b. The cycle for membership in good standing will be on a calendar basis, extending from January 1 to December 31. This term coincides with the fiscal year of the New England Chapter of the Society of Wetland Scientists.

#### **Section 8. Standing Committees**

Standing committees shall assist the President and the Board of Directors in the conduct of the affairs of the New England Chapter. The Chairperson of each standing committee shall report at the New England Chapter annual meeting, and shall provide a written report to the Chapter President and Archives Liaison (Chapter Vice President). The Chairs of the standing committees also shall provide any additional useful information or documents to

the Archives Liaison.

- a. **Nominating Committee:** The Committee shall be responsible for recommending the names of candidates for elected offices and assembling their resumes for distribution to members of the New England Chapter. The Immediate Past President shall serve as Chairperson; if the Immediate Past President is not available, the President shall appoint a member in good standing, preferably one who has served as an officer of the Society of Wetland Scientists (New England Chapter or international).
  1. Preliminary nominations for officers are to be solicited from the membership through the Immediate Past President.
  2. The Committee will consist of the Immediate Past President and two designees. Designees are to be selected by the President, with the intent to maximize geographic diversity. The term of duty for members of the Nominating Committee shall extend from their appointment for a period of two years. The terms of duty for the two designates shall be staggered, whenever possible, to provide continuity to the Committee over time.
  3. The list of preliminary nominations will be passed to the Committee, which will prepare a final slate of candidates.
  
- b. **Bylaws and Standing Rules Committee:** This committee shall consist of the Immediate Past President (Chairperson), the President, and the Vice-President, and serves as the New England Chapter's official authority regarding all matters pertaining to the organization's bylaws and standing rules. This committee is responsible for insuring that the bylaws and standing rules are accurately maintained and updated. If the Immediate Past President is not available, the President shall appoint a member in good standing, preferably one who has served as an officer of the Society of Wetland Scientists (New England Chapter or international).

## **Section 9. Special Committees**

Special Committees, and their Chairs, composed of New England Chapter members in good standing, may be appointed by the President in consultation with the Board of Directors at any time for a period of 2 calendar years from the date of appointment unless re-authorized by the vote of the Board. Special Committees are appointed to assist the President and the Board of Directors with developing information, services, or programs which are generally short term, and of a non-recurring nature. The Chairs of the Committees shall report to the Board of Directors and the membership at the Annual Business Meeting, and shall provide a written report to the Chapter President and Archives Liaison (Chapter Vice President). The Chairs of the standing committees also shall provide any additional useful documentation to the Archives Liaison. Special Committees may include, but are not limited to, the following:

- a. **Communications/Publicity Committee:** The Committee shall be responsible for disseminating information regarding Chapter activities and wetlands issues relevant to our Chapter area. This Committee will collaborate with the Membership Committee in order to increase the membership of the New England

Chapter. This Committee shall work collaboratively with the Education Committee and the Annual Meeting Committee to publicize and communicate about Chapter events and activities. Primary duties of this committee include updates to the chapter website, maintenance of social media, chapter newsletter. Subcommittees may be formed within this committee.

- b. **Education Committee:** The Committee shall be responsible for developing a program of events, field trips, workshops, lectures that will enhance the value of New England Chapter membership. This Committee will collaborate with the Communication/Publicity Committee with regard to publication of announcements of the activities referenced above. They will also collaborate with the Membership Committee to use education events to promote membership. The Education Committee will work with SWS student chapters and wetlands college programs in New England to promote interest in wetlands and SWS student membership among New England students. Subcommittees may be formed within this committee.
- c. **New England Chapter Annual Meeting Committee:** The Committee shall be responsible for developing the theme, programming and venue for the Chapter Annual Meeting, and shall work collaboratively with international SWS staff to coordinate logistical arrangements (registration, publicity, etc.). This Committee shall work collaboratively with the Communication/Publicity Committee and SWS staff to publicize the Chapter Annual Meeting. Preferably Chapter Annual Meetings will be held during the second half of March or the first half of April. Subcommittees may be formed within this committee.
- d. **Awards and Grants Committee:** This committee shall be responsible for developing and implementing a New England Chapter awards program recognizing various categories of outstanding individual and organizational contributions to furthering the objectives of the New England Chapter or advancing wetland science of relevance to New England issues and wetlands. This committee will also work to develop and implement research and restoration grants for members in good standing, in order to promote the objectives of the Chapter. Student applications should be solicited actively, and should be prioritized in the selection process.
- e. **Membership Committee:** This committee shall be responsible for recruiting new members to the New England Chapter of the Society of Wetland Scientists, and will collaborate with the Communication/Publicity Committee and Education Committee.

## **Section 10. Order of Business**

The agenda for a business session for an Annual Meeting of the New England Chapter shall include, but shall not necessarily be limited to, the following items:

- a. Call to order by the President
- b. Address of the President

- c. Determination of a quorum
- d. Introduction of guests and visitors
- e. Reading and approval of the minutes
- f. Reading and approval of the Treasurer's Report
- g. Reports of Standing Committees
- h. Reports of Special Committees
- i. Other old business
- j. Installation of newly elected officers, if applicable
- k. New business
- l. Adjournment

**Section 11. Availability of Bylaws and Standing Rules**

The Bylaws and Standing Rules of the New England Chapter will be available from the Bylaws and Standing Rules Committee upon request of any New England Chapter member and shall be made available on the international Society of Wetland Scientists New England Chapter website page as well.

**Section 12. Rules of Order**

The New England Chapter will adopt Robert's Rules of Order. The Immediate Past President or, if the Immediate Past President is unavailable, the Vice President will serve as Parliamentarian at meetings.