

**AQUATIC RESOURCES EDUCATION ASSOCIATION**  
**Bylaws**

**Article 1. Organizational Management Philosophy.**

- a. It is the Association's philosophy that there is tremendous power in group dynamics; a properly functioning group is much more effective than the sum of the effectiveness of its individual members.
- b. Groups operate best through collaboration and consensus. Business meetings will be facilitated by skilled facilitators, who may or may not be the President or any other board member, but must be a designee of the President.
- c. All meetings will follow Roberts Rules of Order.
- d. Actions of the Association shall be grounded in the Association's strategic plan, drafted or modified by committees and approved by the members at the bi-annual conference. The plan shall focus on self- examination, national issues, establishing priorities and determining implementation strategies.

**Article 2. Officers.**

- a. The officers of the Association shall be as follows:
  - a. President
  - b. President-Elect
  - c. Secretary
  - d. Treasurer
- b. The above officers together with the Immediate Past President and the Regional Coordinators shall be referred hereinafter as the "Executive Board."
- c. Regional Coordinators are to be elected prior to the bi-annual conference from the following regional alignments:

**Pacific:** Hawaii, Guam, Northern Mariana Islands, American Samoa.  
**Far West:** Alaska, Washington, Oregon, California, Idaho, Nevada  
**Midwest:** Colorado, Nebraska, North Dakota, South Dakota, Kansas, Montana, Wyoming, Utah  
**Southwest:** Arizona, New Mexico, Texas, Oklahoma  
**Northcentral:** Wisconsin, Minnesota, Illinois, Michigan, Ohio, Missouri, Indiana, Iowa  
**Southeast:** North Carolina, Georgia, Alabama, South Carolina, Florida, Mississippi, Kentucky, Tennessee, Louisiana, Arkansas, Puerto Rico, Virgin Islands  
**Northeast:** Vermont, Maine, New Hampshire, Massachusetts, Connecticut, Rhode Island  
**Mid-Atlantic:** New York, Pennsylvania, Virginia, West Virginia, Delaware, Maryland, New Jersey, Washington D.C.
- d. Each Regional Coordinator shall designate an alternate to act in his/her absence. In the case that both the elected representative and alternate representative attend a meeting, they shall have only one vote.
- e. Officers and Regional Coordinators will serve from the ending of the bi- annual conference to the ending of the next bi-annual conference.
- f. Any individual member is eligible for officership or regional representative status.

- g. The treasurer shall be bonded with a minimum \$3,000 bond and always be bonded to cover the maximum expected balance during the year. The treasurer shall also determine if the Association needs to be insured and to what extent.
- h. Replacement of Officers. The Executive Board shall be empowered to fill any office that may become vacant, except the office of President which will be filled by the President-Elect.

### **Article 3. Membership and Dues.**

- a. Any individual or organization with an interest in aquatic resources education is eligible for membership in the Association.
- b. Bi-annual dues shall be:
  - Regular Membership:** \$25.00 per person. Privileges include eligibility to vote, hold office and participate in committees, discounted conference registration for the individual, and subscription to the listserve.
  - Student Membership:** \$10.00 per person. Privileges include eligibility to vote, hold office and participate in committees, discounted conference registration for the individual, and subscription to the listserve.
  - Sponsor Membership:** \$100.00 per organization. Privileges include being recognized as sponsors, participation in conference exhibit areas, and subscription to the listserve. (Individuals from sponsoring organizations may also join as Regular Members to gain full privileges.)
- c. All payment shall be in U.S. Currency. The biennium of the Association shall begin January 1 of odd years and shall extend through December 31 the following year. Membership dues are good for the biennium during which they are paid.

### **Article 4. National Conference and Business Meeting.**

- a. One national conference shall be conducted every two years.
- b. A written invitation for future conferences should be submitted to the Association's Board at least twelve (12) months prior to the proposed date of the conference.
- b. The Board shall assist the host agency in setting up the national conference. The incoming President and conference committee chairperson shall coordinate with other organizations to avoid conflicts in setting dates for the national conference.
- c. Advance payments, not to exceed \$2,000.00, shall be paid the host agency for conference expenses. The host agency shall invest the monies received in an interestbearing checking account. The books shall be submitted within 90 days of conclusion of the bi-annual conference and all unexpended money refunded to the Association.
- d. Discussion from the floor is recognized as one of the most important parts of the conference sessions, and special effort shall be made to ensure that all programs include sufficient time for such discussion.
- e. Special meetings of the Board may be called by the President upon concurrence of six (6) members of the Board.
- f. A quorum for a Business Meeting shall consist of any six (6) members of the Executive Board in addition to ten (10) members.

#### **Article 5. Regional Meetings.**

- a. During years when there is no scheduled national conference, regional representatives are encouraged to organize regional training sessions. These regional meetings should be focused on the needs of that particular region and should include all members from that region. Where practical, Regional Coordinators should work with the regional U.S. Fish and Wildlife Service, Office of Federal Aid to coordinate activities.
- b. Association members from outside the host region may be invited to another region's meeting, provided that there is space available and all in-region members have had sufficient opportunity to attend.
- c. A synopsis of the regional meeting shall be prepared by the regional representative and forwarded to the secretary who will distribute it to all other members, by the most appropriate method (i.e. newsletter, special mailing, e-mail or FAX.)

#### **Article 6. Expenditures and Accounts.**

- a. No Association funds shall be used for: (1) honoraria or salaries for any member or officer, other than an Executive Director; or (2) for any activity that does not further the purposes stated in the Articles of Incorporation.
- b. The Board shall have the duty and responsibility to make all major decisions governing permissible expenditures, and the President and Treasurer shall carry out the Board's instructions in a prudent, businesslike manner.

#### **Article 7. Committees.**

- a. The business of the Association shall be conducted by committees appointed by the President, including (but not limited to):
  - 1) Conference Committee
  - 2) Membership Committee
  - 3) Administrative Committee
  - 4) Education Committee
- b. The goals of each committee shall be defined by the Association's strategic plan and approved by the membership. All committee meetings shall follow Roberts Rules of Order. Committee chairpersons and co-chairpersons must be members of the Executive Board. Committee chairpersons should appoint a member to act as secretary to maintain a record of all business conducted within the committee. Committee chairpersons are responsible for reporting a summary of business conducted to the Board on a regular basis and to the membership at the bi-annual business meeting.

*END OF BYLAWS*

*Articles of Incorporation adopted by membership August 17, 1994, amended August 23, 1998, October 7, 2004 and March 12, 2009; Bylaws amended by Board action in 1995, 1998, 2004 and 2009. The Internal Revenue Service accepted these Articles of Incorporation, and determined that AREA is a nonprofit organization on July 8, 1996.*