

Aquarist Society of Central Maryland  
(ASCM)



Bylaws

July 9, 2023

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## Article I – Name

The name of this society shall be "Aquarist Society of Central Maryland" (ASCM).

## Article II – Purpose

The Aquarist Society of Central Maryland (ASCM) shall establish local communities to bring together aquarium hobbyists of all skill levels for freshwater and saltwater to provide resources and increase interest in the hobby. The ASCM shall be a nonprofit social organization, and as such, no member shall receive assets from ASCM or remuneration for their part in the everyday operations of ASCM.

## Article III – Membership

Membership of this society shall consist of individuals of good character and reputation who are interested in aquarium keeping as a hobby and who have paid the yearly membership dues.

Section 1 – The membership shall consist of Individual, Family, Junior, and Lifetime members.

1. **Individual:** For individuals over 18.
2. **Couples:** 2 any two people.
3. **Family:** 2 Individuals over 18 plus any children under 18.
4. **Junior:** For individuals ages thirteen (13) to seventeen (17).as full membership privileges except in legal areas, such as serving on the Board of Directors.
5. **Lifetime:** Bestowed upon members by the Board of Directors at their discretion, being a founding member, or earning a certain level in an awards program.

Section 2 – New Members.

1. Candidates for membership may join the society upon attending a regular meeting accompanied by the prescribed dues.
2. Candidates for membership may have the option to attend society meetings but may only be able to participate in some activities once they pay the required dues.

Section 3 – Expulsion.

1. Any Member who deliberately violates the Bylaws or willfully brings injury or discredit to the society may be charged with misconduct.
2. Charges of misconduct of a Member shall be presented in writing to the ASCM President. Expulsion shall be by two-thirds (2/3) majority vote of the ASCM Membership.
3. After three (3) months, reinstatement may be permitted by the ASCM Membership after payment of one (1) year's dues.

Section 4 – Membership Cards

Members will pick up their membership cards at the first meeting after their dues for the current year are paid. Each card will set to expire when their current membership expires. Each time a member renews their membership, they will be given a new membership card. Each membership card will have the following information:

1. Name
2. Membership type
3. Membership number

4. Year Active (this is the year you joined)
5. Expiration date – (Dec 30)

## ARTICLE IV – DUES

Section 1 – There shall be no initiation dues.

Section 2 – The annual dues shall be paid yearly and are due in January each subsequent year.

Section 3 – Dues will not be pro-rated for new Members.

Section 4 – Annual dues rates shall be reviewed and determined annually by the ASCM Membership at the first semiannual board meetings. The dues rates shall be published in the ASCM Flyer, newsletter, and website.

Section 5 – Any member whose dues are unpaid two (2) months after becoming due shall be dropped from the rolls automatically. Full payment of dues shall constitute reinstatement with the ASCM Board of Directors' approval.

Section 6 – No cancellation or refund of dues shall be made.

## Articles V – Leadership

Section 1 – The Executive Board of ASCM shall consist of the President, Vice-President, Secretary, Treasurer, Sargent-At-Arms, and Member At Large

Section 2 – The Board of Directors shall consist of the Executive Board, Membership Director, Public Relations Director, Fundraising Director, Event Coordinator, Merchandise Manager, Breeder's Award Program (BAP) Chair, Horticultural Award Program (HAP) Chair, and Writers and Artist Award Program (WAAP.) Chair, CARES Chair.

## Article VI – Meetings

Section 1 – The regular membership meeting will be held on the 3rd Sunday of each month. The President may cancel a regular meeting with the approval of the majority of ASCM leadership.

Section 2 – The semiannual board of directors meeting will occur in May and October.

Section 3 – The President may call special meetings with the approval of the majority of the ASCM leadership.

Section 4 – All voting members of the society shall be notified of a special meeting no less than forty-eight (48) hours before the date and time of the special meeting.

Section 5 - Regular meetings shall be held at a time and place designated by the Board of Directors.

Section 6 - The President may change the time and date of a meeting with the approval of the Board of Directors.

Section 7 - A quorum at any society meeting shall be one-fifth (1/5) plus one (1) of the voting membership.

## Article VII – Eligibility for Office

Any member eighteen (18) years of age or older, in good standing, shall be eligible to be elected to any position on the board of directors.

## Article VIII – Leadership Positions

### Section 1 – Executive Board

#### Section 1.1 – Duties of the President

The President shall:

- A. Preside at all meetings of the club.
- B. Exercise general supervision over all the activities of the society.
- C. Appoint and remove the Chair of all committees subject to the approval of the Board of Directors.
- D. Be an ex-officio member of all committees.
- E. Sign checks in the Treasurer's absence or may appoint another officer for this purpose.
- F. Be one of the authorized signers to disburse society funds over \$500.00.
- G. Provide leadership to the Board of Directors, who sets policy and to whom the President is accountable.
- H. Be responsible for encouraging the Board of Directors' role in strategic planning.
- I. Discuss issues confronting the society with the Board of Directors.
- J. Help guide and mediate board member actions concerning society priorities and governance concerns.
- K. Review any issues of concern to the Board of Directors.
- L. Monitor financial planning and financial reports.
- M. Evaluates semiannually the performance of the organization in achieving its mission.

#### Section 1.2 – Duties of the Vice-President

The Vice-President shall:

- A. Assume the duties of the President in his absence.
- B. Assist in the duties of the President at his direction.
- C. Serve as Parliamentarian.
- D. Step into that office in case the President's position becomes vacant until that board member position is filled by special election and a new President is elected from the ranks of the Board of Directors. See President Job Description)
- E. Be one of the authorized signers to disburse society funds over \$500.00.

#### Section 1.3 – Duties of the Secretary

The Secretary shall:

- A. Attend meetings of the Board of Directors and keep a complete record of the proceedings.
- B. Shall assign another member to keep a complete record of the proceedings of meetings in the secretary's absence.
- C. Be the custodian of all the society records and property not otherwise provided for.
- D. Countersign as Secretary of ASCM on all instruments, papers, and documents when the Executive Board Asks.
- E. Keep all minutes available for the inspection of the Board of Directors at any of their Board meetings and likewise available for the examination of the members of ASCM.
- F. Be sufficiently familiar with all legal documents (articles, bylaws, IRS letters, etc.) to note applicability during meetings.

#### Section 1.4 – Duties of the Treasurer

The Treasurer shall:

- A. Be custodian of all ASCM funds and, as such, take adequate precautions to safeguard them.
- B. Keep a record of all financial transactions in a manner approved by the society's Board of Directors.
- C. Dispense money for the payment of bills and current expenses of the society as authorized by the Board of Directors.
- D. Keep a record of all requests and authorizations for payment.
- E. Report upon all the club's financial transactions when called upon to do so at board meetings.
- F. Make financial records of the society available for inspection by the members of ASCM at meetings. Any member can request a reasonable current update of the club's finances if said request is made in writing to the Treasurer, and the Treasurer is allowed thirty days to respond.
- G. Make financial records available for inspection by any president-appointed audit committee.
- H. Prepare all regulatory and tax filings as required under federal and state statutes.
- I. Co-sign all checks over five hundred dollars (\$500.00) to the President or Vice President.
- J. Ensures the Board of Directors reviews financial policies and procedures.

#### Section 1.5 – Duties of the Sergeant-at-Arms

The Sergeant-at-Arms shall:

- A. See that all meetings and functions of the society are conducted in an orderly manner.
- B. Serve as ombudsman for the society
- C. Oversee any elections

#### Section 1.6 – Duties of the Members-at-Large

The Member-at-Large shall:

- A. Be voted into their position by the society membership each year.
- B. Act in an advisory capacity to the officers.
- C. Serve as a liaison between the membership and the Board of Directors by being available at semiannual board meetings to discuss any concerns members might have.
- D. Shall attempt to become aware of special interests within the club and help these individuals get together independently of general meetings and represent them at the board meetings.

#### Section 2 – Other Board of Directors

##### Section 2.1 - Membership Director

The Membership Director shall:

- A. Maintain the records of all the society members and guests, including names, addresses, phone numbers, screen names, and email addresses.
- B. Have general charge of guest records and procedures, membership drives, and all correspondence soliciting for new or renewal memberships.
- C. Collect and note all membership and guest dues
- D. Provide all collected membership dues to the Treasurer.



- E. Report at the board meeting the number of guests, individuals, family, and junior ASCM members who attend society meetings and any other news concerning the membership.
- F. Organize a way to supply the Public Relations Director with email address lists.
- G. In their absence from meetings, inform the President, responsible for finding a substitute membership representative and supplying the President with a membership report.

#### Section 2.2 - Public Relations Director

The Public Relations Director shall:

- A. Be responsible for the distribution of information in the name of the club.
- B. Work closely with the Board of Directors to create advertising and marketing materials for ASCM use.
- C. Work closely with the Board of Directors and the Webmaster to verify, authorize, and post information on the ASCM website.
- D. Be responsible for publicizing special events by forwarding news to members and assisting in posting online.
- E. Publicize the society online by forwarding logos, banners, and links to all receptive sites.
- F. Post notices of important upcoming events
- G. Assist in promoting ASCM whenever possible. Generate all-member emails regarding special events and announcements.
- H. Monitor the ASCM Facebook Group.

#### Section 2.3 - Fundraising Director

The Fundraising Director shall:

- A. Be responsible for periodically soliciting donations to ASCM from outside sources, including companies, manufacturers, importers, local fish stores, other local clubs, or individuals.
- B. Establish relationships with companies to secure discounts or other benefits for society members.
- C. Acknowledge and inventory all donations and prepare a list for the Board of Directors review.
- D. Coordinate fundraising events by working with the event coordinator.
- E. Work with outside vendors and organizations to generate sponsorship and advertising.
- F. Provide annual fundraising activity reports to the Board of Directors at the board meetings.

#### Section 2.4 - Event Coordinator

The Event Coordinator shall:

- A. Work with the Fundraising Director and Public Relations Director to prepare budgets, set deadlines, create concepts, and identify the objectives of the events
- B. Implement budget, invoicing, and logistics for all events.
- C. Select and negotiate with vendors and monitor their activities to ensure quality control at all events.
- D. Managing the promotions, communications, and branding aspects of the event
- E. Resolve problems and guest inquiries before and during the events
- F. Approve all activities for the event

- G. Preparing reports and making a presentation to management after the event

#### Section 2.5 - Merchandise Manager

The Merchandise Manager shall:

- A. Prepare a report for the committee on proposed items for the year ahead
- B. Contact potential (or current suppliers) to assist with pricing and designs
- C. Ensure garments are consistent with the club brand (logos, colors, etc.) and delivered on time (will need to liaise with suppliers)
- D. Set pricing (with Board of Directors approval) – remember it is not how much you pay per garment, and it needs to be an overall cost (delivery, setup, holding costs, wastage/giveaways, etc.)
- E. Ensure garments are displayed at the clubrooms, on the website, at meeting locations, as part of the newsletter, on social media, etc.
- F. Manage stock
- G. Look for opportunities to use merchandise as a fundraiser by working with the fundraising manager.
- A.

### Article IX – Resignations and Removal of Officers

Section 1 - Any member of the board wishing to resign shall submit their resignation in writing the President for disposition of the same by society membership.

Section 2 - Any member of the board may be removed from their position on a two-thirds (2/3) majority vote of all society members on the following grounds:

Misconduct in their position, as defined in the ASCM Bylaws.

### ARTICLE X – ELECTIONS

Section 1 – A nominating committee, whose Chairman shall be appointed by the President, shall present a slate of nominees for officers to the membership at the regular meeting preceding the Annual meeting. Additional nominations may be made from the floor at this meeting or the Annual Meeting, after which nominations will be closed.

Section 2 – Officers of this society shall be elected by a majority written ballot of Members in attendance at the Annual meeting.

Section 3 – Officers shall take office at the first meeting following the Annual meeting; incoming and outgoing officers shall attend this meeting.

Section 4 – Officers shall be elected for a (2) year term. Offset elections between the elected officers and the board of directors.

### ARTICLE XI – VACANCY IN OFFICE

An Officer's position vacancy shall be filled by election of the Members present at the next regular meeting.

### ARTICLE XII – ORDER OF BUSINESS

Section 1 – Order of Business. The order of business shall be:

1. Call to Order.

2. Minutes of the last meeting.
3. Reports of officers and committees, if any.
4. Old business.
5. New business.
6. Program, if any.
7. Adjournment of meeting.

Section 2 – The parliamentary authority for this society shall be Roberts Rules of Order, Revised, except as otherwise provided for in the bylaws.

## ARTICLE XIII – VOTING

Section 1 – A majority of the votes cast shall be required to adopt a motion at society meetings.

Section 2 – Method of voting:

1. Voting shall be by voice, except when voting for office, at which time the vote shall be by secret ballot.
2. Any Member wishing to vote by proxy at elections or on changes in the Bylaws shall submit to an Officer, in writing, the name of their proxy before the meeting at which the vote is taken. The proxy will become valid upon approval of the ASCM Board of Directors.

## ARTICLE XIV– COMMITTEES, APPOINTED POSITIONS, ETC.

Section 1 – The standing committees shall be those necessary for the smooth operation of the society as determined by the ASCM Board of Directors.

- A. Awards Program Chairpersons – The award program chairperson for each awards program shall oversee and run the awards program they are chairperson of.
- B. Librarian – The Librarian shall:
  - a. Have custody of all publications, which are or become the property of the society. Maintain this material in a manner approved by the society.
  - b. Shall release to members any library materials signed for up to one (1) month.
  - c. Make current periodicals and other requested materials available at regular meetings. Members shall reimburse the society for any damage to materials, and any materials not returned after two (2) months shall be deemed lost and paid for by the member responsible.

Section 2 – Any committee chair shall submit all requests for general funds to the ASCM Board of Directors.

Section 3 – All Records and materials shall be forwarded to the Secretary for safekeeping.

## Article XVI – Amendments

The ASCM Bylaws may be changed or amended by approval of a two-thirds (2/3) majority of the voting members present. The proposed amendment or change must be read at two (2) general membership meetings. It will be voted on immediately after the second reading.

## ARTICLE XVII – DISSOLUTION

In the event of the dissolution of this society, all remaining assets will inure to any successor organization(s) that qualify as tax-exempt, not-for-profit organization(s) under Section 501 (c) of the United States Internal Revenue Code or the corresponding section of federal or state tax codes that may be in effect at such time.