

THE BYLAWS OF THE INTERNATIONAL BIOGEOGRAPHY SOCIETY

Bylaw 1. Elections. The Nominations Committee shall submit to the secretary, prior to June 1 of the year preceding the Biennial Conference, a list of candidates for each position and certify to the Secretary that each candidate has declared willingness to run for office and to serve, if elected. For an individual eligible for reelection to the same office, the Nominations Committee shall review that individual's performance in office as a part of its consideration of the individual as a candidate. The Nominations Committee shall solicit from each candidate a brief biographical sketch. The ballots, together with the candidates' biographical sketches and brief descriptions of the responsibilities associated with the offices, shall be distributed electronically or by mail to the membership during October. Members shall be allowed four weeks to return their ballots. Petitions for inclusion of an Initiative on the ballot must be received by the Secretary for distribution and inclusion on the next ballot by no later than June 1.

Bylaw 2. Quorum. Six members of the Governing Board of Directors constitute a quorum for the transaction of business at a meeting of the Governing Board of Directors.

Bylaw 3. President, President-elect, Past President. The President is the primary spokesperson for the Society and is expected to interact with other societies, government officials and the public on behalf of the Society. The President may, subject to the approval of the Governing Board of Directors, appoint special committees and take such actions as deemed appropriate to accomplish goals as President of the Society and to further the interests of the Society. The President receives from the Governing Board of Directors nominations for the Chairs and Members of the Committees that report to those individuals. The President appoints committee Chairs and Members from the nominations submitted or requests additional nominations. The President may charge a standing committee through the Governing Board of Directors member to whom that committee normally reports. The President, with the approval of the Governing Board of Directors, may convene and appoint Chairs and Members to

additional Special Committees concerned with the goals of the Society as defined in the Constitution. The Past President shall deliver an address to the membership at the Biennial Conference.

3.1 The President, with approval of the Governing Board of Directors, is responsible for the appointment and ultimate supervision of any staff or other employees that the Society hires to assist in the legitimate business of the Society as defined by the Constitution.

Bylaw 4. Vice Presidents, Secretary, Treasurer and Directors-at-Large. The Vice Presidents, Secretary, Treasurer, and Directors-at-large are full voting members of the Governing Board of Directors and are responsible for overseeing the activities of, and nominating appointments to, the standing committees of the Society. If any Vice President, Secretary, Treasurer or Director-at-large cannot carry out their duties, then the Governing Board of Directors will appoint a replacement to serve until the next election. Such replacements must be approved by a majority vote of the full Governing Board of Directors.

4.1 Vice President for Conference Organization. The Vice President for Conference Organization oversees the planning and conducting of the biennial conference of the Society. The Vice President for Conference Organization chairs the Conference Standing Committee.

4.2 Vice President for Public Affairs and Communications. The Vice President for Public Affairs and Communication oversees those Society activities related to public affairs, international affairs, public policy, and communication within and outside the Society. The Vice President for Communication and Public Affairs chairs the Communication and Public Affairs Standing Committee. The Vice President also chairs the Standing Committee for Publications. The Vice President nominates representatives to other scholarly societies when the Governing Board of Directors determines that such representation is needed.

4.3 Vice President for Development and Awards. The Vice President for Development and Awards oversees efforts to increase the membership and funding of the Society. The Vice President for Development and Awards also oversees the development and awarding of scholarly and service awards. The Vice President for Development and Awards chairs the Development and Awards Standing Committee.

4.4 Secretary. The Secretary records the proceedings of the Society, reports annually to Membership on actions taken by the Governing Board of Directors, maintains close contact with all members of the Governing Board of Directors, prepares in consultation with the President agendas for Governing Board of Directors meetings, and conducts all authorized ballots. The Secretary ensures that adequate records of all meetings of the Governing Board of Directors are maintained and that there is continuity with Society policies of the past and conformance with accepted Society procedures. The Secretary shall maintain a current collection of policies and resolutions approved by the Governing Board of Directors and shall periodically publish these with the Constitution and Bylaws. It is the responsibility of the Secretary to be familiar with the Constitution, Bylaws and policies of the Society and to provide information on these as requested by the officers, staff and membership of the Society.

4.5 Treasurer. The Treasurer is the chief fiscal policy officer of the Society and in this capacity is responsible for the development of fiscal and investment policy, review of the proposed annual budget, including Committee budgets, and oversight of the business, finances and management of the Society. The Treasurer is responsible for the annual audit of the financial records of the Society.

4.6 Directors-at-Large. Directors-at-Large, of which there shall generally be two, are responsible for maintaining awareness of the diverse views, goals and objectives of the membership of the Society and representing these as appropriate at meetings of the Governing Board of Directors. They should be willing to serve as chairs of special committees or as monitors for committees preparing special reports, if so asked by the

President. They also serve as members of the Nominations and Elections Standing Committee.

Bylaw 5. Budget. The fiscal year of the Society runs from July 1 to June 30. Prior to the end of the fiscal year, an annual budget shall be prepared by the Treasurer, and shall be submitted to the Governing Board of Directors. The Board of Directors may modify the budget prior to giving approval. No Financial obligation against the Society may be contracted by any officer or member except as specified in the annual budget, or as provided by special action of the Governing Board of Directors.

Bylaw 6. Standing Committees. Each standing committee is charged by and reports to a specific Vice President as specified above, who recommends to the President for appointment Members of those standing committees. The term of standing committee members is two years and normally corresponds with the term of the Vice President who makes the recommendation. Unless otherwise specified, standing committee Members shall be eligible for reappointment, and it is assumed that reasonable efforts will be made to retain at least some members of these standing committees so as to retain continuity between terms. The Members of a standing committee may be removed from office by a two-thirds vote of the Governing Board of Directors. Each committee shall be provided with financial support to be designated in the budget, as the funds of the Society may warrant. No unspent funds allocated to the operation of a committee may be carried forward from one fiscal year to the next. Each standing committee shall meet, either in person or through a telephone conference, at least once a year. Each standing committee Chair shall submit a report on the committee's work to the Governing Board of Directors at its annual meeting.

Bylaw 7. Special Committees. Special committees may be established by the President with approval of the Governing Board of Directors. Special committees will normally be dissolved no later than the end of the Biennial Conference at which the appointing President retires from the Governing Board of Directors. The Chairs and members of special committees shall be appointed by the President who established

the Committee. Each special committee Chair shall submit a report on the committee's work to the Governing Board of Directors at its annual meeting. Financial support for a special committee shall be determined by the Governing Board of Directors in response to a request from the President. The President may also establish a special committee in consultation with and assign oversight of that special committee to one of the Vice Presidents.

Bylaw 8. Archives. On behalf of the Society the Secretary shall maintain archives in which shall be deposited the historical records of the Society. These records shall include complete sets of important documents, papers of the officers, and other appropriate memorabilia. It is the duty of each officer, upon completion of term of office, to forward copies of official papers to the Secretary for inclusion in the society archives.

Bylaw 9. Awards. The Society may authorize and sponsor awards, to be given at specified times, to recognize achievements in and contributions to the field of biogeography. Awards may be suggested by the Development and Awards Committee, members of the Governing Board of Directors or forwarded to the Governing Board of Directors from the membership at large. Awards must be approved by a majority vote of the Governing Board of Directors. Candidates for awards must be approved by the Governing Board of Directors from a list of nominees submitted by the Development and Awards Committee. No individual may receive the same award more than once. At this time these awards will carry no monetary value.

Bylaw 10. Publications

All title ownership of any books or other educational materials purchased with International Biogeography Society Inc funds will be held by the Society alone. All titles, copyrights, royalties or similar interests in tape recordings, books or other materials prepared for the International Biogeography Society Inc activities will be held solely by the International Biogeography Society Inc and in the name of International Biogeography Society Inc.