

STANDING RULES
SOUTH ATLANTIC CHAPTER OF
THE SOCIETY OF WETLAND SCIENTISTS
Rev. May 30, 2018

Section 1. Duties of the Chair. The Chair shall preside at the business meeting of the Chapter, shall authorize expenditures of Chapter funds, and shall promote the interests of the Chapter in every reasonable way. The Chair shall represent the Chapter on the Board of Directors of the SWS and shall appoint standing or special committees as required to promote the interest of the Chapter. Such committees shall serve until the conclusion of the next annual business meeting of the Chapter and be reappointed at the discretion of the Chair. The Chair shall serve as the Program Chair and shall plan and arrange Chapter programs and activities.

Section 2. Duties of the Vice-Chair. The Vice-Chair shall assist the Chair and shall perform the duties of the Chair whenever that person is unable to act. The Vice-Chair shall take minutes at Chapter meetings.

Section 3. Duties of the Treasurer. The Treasurer shall maintain files and records of Chapter business, maintain financial ledgers and accounts of the Chapter, and process requests for payment. The Treasurer shall maintain and update copies of the Chapter bylaws and standing rules.

Section 4. Salaries and Expenses. Officers or committee-persons of the Chapter shall not receive any salary from SWS; neither shall they receive any clerical or other expenses unless approved in advance by the Executive Committee. If necessary to ensure Chapter representation, the Executive Committee may approve limited travel expenses to the SWS annual meeting for the Chair or his/her designee.

Section 5. Social Media. E-mails, Facebook, Instagram, and/or Twitter shall be used to communicate with Chapter members as deemed necessary to report business from meetings, solicit nominations for officers, announce meetings and elections, and communicate other items of interest to members.

Section 6. Standing Committees. Standing committees, composed of members in good standing, shall be appointed by the Chair and shall assist in the conduct of affairs of the Chapter. Standing committees shall report at the annual business meeting of the Chapter. The term of duty for members of Standing Committees shall extend from their appointment until the following business meeting, unless otherwise specified.

- a) Nominations Committee. This committee will be chaired by the Past-Chair, will include one other Chapter member, and shall be responsible for recommending candidates for elected offices. Nominations for office may be solicited from the membership through emails and social media, as appropriate.
- b) Research Awards Committee. This committee will be chaired by a member of the Executive Committee or by a chapter member (non-officer) appointed by the Executive Committee as Chair and shall be responsible for coordinating the evaluation of candidates for research grants. The Chair of this committee shall collect names of students from the SWS Research

Competition Committee that are from the South Atlantic Chapter and did not get selected for funding in their competition and forward them to the SAC Executive Committee for evaluation. The Chair of the committee and Executive Committee will evaluate the applications and select two (2) to receive research awards.

- c) Travel Awards Committee. This committee will be chaired by a member of the Executive Committee or by a chapter member (non-officer) appointed by the Executive Committee as Chair and shall be responsible for coordinating the announcement of the award and evaluation of candidates for travel awards to the Annual Meeting. Announcement of the awards shall be advertised in January by email, Facebook, or other Chapter communications, as appropriate. The Committee will evaluate the abstracts and select three (3) to receive travel awards to the Annual SWS Meeting.
- d) **Section 7. Special Committees.** Special committees may be appointed to assist the Chair and Executive Committee with activities or services that are generally short-term and of a non-recurring nature. Special Committees will report to the Chair and to the membership at the annual business meeting.