

## **BY-LAWS**

### **INTERNATIONAL WEED SCIENCE SOCIETY**

*RATIFIED February 17, 1992*

*Revised June 8, 2000*

*Revised June 23, 2016*

#### **ARTICLE 1 – Membership Fees**

**Section 1.** Membership fees for individual, affiliate, and others shall be established by the Board of Directors as recommended by the Finance Committee.

#### **ARTICLE II -Duties of Officers**

**Section 1.** The President shall be the executive officer of the Society. He/She shall act as chairperson of the Board of Directors; carry out the spirit of the Constitution and the decisions of the Board of Directors, prepare an agenda and preside at all meetings of the society and appoint Chairs of standing and special committees; appoint members of committees based on recommendation from committee Chairs; appoint an external auditor at the end of four-year cycle; and perform other usual duties of the office.

**Section 2.** The Vice-President shall perform the duties of the President if the President cannot serve and shall perform other duties as requested by the President or the Board of Directors. The Vice-President shall also serve as the Society's Foreign Liaison; represent regional opinions during the Board meeting; provide regional linkage; formulate activities that can be done to increase and maintain visibility of the Society; and work together with the Treasurer to maintain contact with donors or sustaining members between Congresses. The Vice President shall prepare a report of liaison activities and present it at the annual meeting of the Board of Directors.

**Section 3.** The Secretary shall prepare minutes of the Society and Board of Directors meetings; prepare and maintain an up-to-date list of officers; other members of the Board of Directors and members of committees; send regular communications to members pertaining to business matters of the Society; work with the President in setting up meetings and agenda, schedule and arrange locations for Board meetings, keep minutes during meetings, and disseminate minutes; work with the webmaster on keeping the website up-to-date; archive information, be the "memory" of the Society; keep track of the constitution and constitutional amendments, keep track of procedures and *modi operandii*; work with local Congress organizers in preparing the circulars; work with the Treasurer in keeping a current membership database and listserv for general communication to which both have access at any time.

**Section 4.** The Treasurer shall be responsible for day-to-day activities pertaining to financial matters, filing of income tax returns, and documentation of financial transactions. Specifically, the Treasurer shall: keep an updated membership database and communicate with the Secretary to keep the database current; network with potential donors, keep abreast with donor information; serve as the Chair of the Finance Committee; maintain an active membership by establishing a schedule of payment reminders; and link with sustaining societies that collect dues for IWSS. At the end of the term, the Treasurer shall undergo financial audit.

**Section 5.** The immediate Past-President shall serve as overall Chair of the Awards Committee; Chair of the Nominating Committee; and member of the Board of Directors during the term following the end of office. As overall Chair of the Awards Committee, the Past President shall appoint the Chair of the Graduate Student Travel Award Sub-Committee and serve as Chair of the Outstanding International Achievement Award Committee as stipulated in the MOP. In case the immediate Past-President cannot perform this function, the current President shall assume the role of the Past-President, or nominate a replacement, after consultation with the Board of Directors.

### **ARTICLE III - The Board of Directors**

**Section 1.** The Officers of the Society shall comprise the Board of Directors.

**Section 2.** The Board of Directors shall meet at least once a year to conduct the business of the Society in accordance with the Constitution and By-Laws.

**Section 3.** The Board of Directors shall have power to incur expenditure of funds in pursuance of the objectives of the Society. The annual budget will be prepared by the Treasurer and Finance Committee and authorized by the Board of Directors. Funds not included as line items in the budget may not be spent without prior written authorization by a majority of the Officers after consultation with the Finance Committee.

**Section 4.** The Board of Directors shall call for nominations of Officers not less than three (3) months before elections.

**Section 5.** The selection of candidates for President, Vice-President, Secretary, and Treasurer shall be made by the Board of Directors from those nominated by members of the Society or the Nominations Committee. As much as possible, the candidates for President and Vice President shall not be from the same *world* regions

### **ARTICLE IV – Quorum**

**Section 1.** A simple majority (half, plus one) of the Board of Directors, shall constitute a

quorum for transaction of business. In the event a quorum is not obtained, the decisions of the Board of Directors must be ratified in writing by a majority of the remaining committee members.

#### **ARTICLE V - Amendments**

**Section 1.** These by-laws may be amended by a majority vote of the members present at the General Assembly, or by a majority of all votes returned within 30 days after an electronic/online ballot is conducted.

**Section 2.** No amendment shall be put to a vote unless written notice has been sent to each member via electronic mail or posting in the IWSS webpage at least 30 days before it is to be voted on, and the proposed amendment stated in said notice.

#### **ARTICLE VI – Authorization**

**Section 1.** The adoption of this Constitution and By-Laws shall render null and void all previous rules and regulations of the Society.

Revised June 23, 2016