

Article I

Name: The name of this organization shall be the "Maine Association of Wetland Scientists".

Article II

Purposes: To institute a non-profit organization that will promote the profession and understanding of wetland science in Maine and protect the public interest by:

- Establishing a code of ethics and maintaining high professional standards of practice.
- Establishing professional qualifications and certifying those qualifications to the public.
- Implementing and participating in educational programs pertaining to the study of wetlands and the profession of wetland science for the Association membership and the public.
- Supporting and contributing to the expansion of the wetland science research base.
- Promoting policies that contribute to the sound stewardship of wetland resources.

Definitions:

Wetland Science is the study of wetlands.

Profession of Wetland Science refers to the occupation of delineating, classifying, evaluating or studying wetlands by an individual with multidisciplinary expertise in wetland science.

Multidisciplinary expertise in wetland science means education in multiple scientific disciplines such as ecology, biology, zoology, botany, forestry, pedology, hydrology, geology, chemistry, and a combination of training and experience in wetland science.

Article III

Membership:

- **Section A - Active Members**
 - Item 1. Must have practiced the profession of wetland science for at least 2 years (full time equivalent) and must possess a Baccalaureate degree with a minimum of 30 semester hours in multiple scientific disciplines such as ecology, biology, zoology, botany, forestry, pedology, hydrology, geology, and chemistry or be certified in wetland science at the state or federal level (Amended 3/4/05). All applicants for active membership must be approved by the Membership Committee.
 - Item 2. After December 31, 1990, only those members approved by the Membership Committee will be eligible to vote. Prospective members applying for active membership after December 31, 1990 must provide references from two professionals active in the field of wetland science. (NOTE: these references need not be members of MAWS.)
 - Item 3. Active Members have voting privileges.
 - Item 4. Only Active Members may serve on the Executive Committee or Chair standing committees.
- **Section B - Affiliate Members**
 - Item 1. Open to any person with an interest in wetland science.
 - Item 2. Do not have voting privileges.
 - Item 3. May be appointed to committees.

Article IV

Executive Committee:

- **Section A** - The Executive Committee of this Association will consist of the President, President-elect, Secretary, Treasurer, and the Chairpersons of the Standing Committees.

This Committee shall:

- Item 1. Keep membership informed of activities related to the Association.
- Item 2. Assist the President in setting policies for the Association.
- Item 3. Establish the time, date, and place of all meetings.
- Item 4. Have authority to approve expenditures exceeding \$250.00.
- Item 5. Decide on matters of appeal in accordance with Article IV, Section K.
- Item 6. Oversee impeachment proceedings of any member of the Executive Committee and/or revocation of membership of any Association member.
- Item 7. The Executive Committee will authorize a representative of the EC to speak or write on behalf of the organization with the support of a majority vote of the EC. The vote can be taken either by email or during a special meeting of the EC.
- Item 8. The organization's newsletter *The Obligate* shall be MAWS document of record and shall contain reports from the President, Treasurer, all Standing Committees and minutes of the prior year's Annual Meeting.

- **Section B - Duties of the President**

The President shall:

- Item 1. Preside at the meetings of the Association.
- Item 2. Appoint the Chairs of non-standing committees.
- Item 3. Represent the Association both verbally and in writing on issues that affect the field of wetland science under the guidance of the Executive Committee and the membership.
- Item 4. The President is authorized to instruct the treasurer to pay bills of \$250.00 or less.
- Item 5. In conjunction with the Executive Committee and following the Annual meeting, establish the annual "agenda" for the organization for the following year.

- **Section C - Duties of the President-elect**

The President-elect shall:

- Item 1. Preside over meetings in the absence of the President.
- Item 2. Support the President in his/her duties.
- Item 3. In the absence or at the request of the President represent the Association both verbally and in writing on issues that affect the field of wetland science under the guidance of the Executive Committee and the membership.
- Item 4. Prepare a President-Elect's message for *The Obligate* that of the year that they become President. This message shall include a proposed agenda and list of action items to be achieved during the proceeding 2-year term as President.

- Item 5. Act as the Chair of the Nominating Committee.

- Section D - Duties of the Secretary

The Secretary shall:

- Item 1. Keep written and electronic records of all meetings. Send minutes of all meetings electronically to the membership unless specifically requested to be sent via the post office mail. Minutes of all meetings will be posted on the MAWS Web Site and it will be the responsibility of the Secretary to send the minutes to the webmaster.
- Item 2. Send minutes of MAWS Executive Committee (EC) meetings to each of the EC members.
- Item 3. Be responsible for notifying the membership at least 30 days prior to the MAWS Annual meetings and other MAWS meetings scheduled during the year. Notification will be in the form of post cards sent via the mail or will appear in *The Obligate* as well as on the Web Site. Notification for the EC meetings will be sent by e-mail to the EC members and be posted on the Web Site for the membership at large.
- Item 3. On the instruction of the President and in the absence of the Treasurer, have the authority to pay all bills of the Association of \$250.00 or less on his/her own signature.

- Section E - Duties of the Treasurer

The Treasurer shall:

- Item 1. On the instruction of the President, have the authority to pay all bills of the Association of \$250.00 or less on his/her own signature. On the instruction of the Executive Committee, pay all bills of the Association of \$250.00 or more on his/her own signature.
- Item 2. Be responsible to give a written account at every regular meeting of all money received and expended.
- Item 3. Preside over meetings in the absence of the President and President-elect.
- Item 4. Submit an annual report for the past year, in writing, to the Association to be included in *The Obligate*.
- Item 5. Be responsible for checking the PO Box at least once per month and maintaining payment for the PO Box rental.
- Item 6. Be responsible for filing for Non-Profit Status at the close of each fiscal year.
- Item 7. Coordinate with the Membership Chair to update payment records of existing/pending members.
- Item 8. Coordinate with Program Chair to track payment of meeting/workshop registrants.
- Item 9. Distribute approved donations/scholarships to appropriate recipients on approval of the Executive committee.
- Item 10. Reimburse membership for approved organizational expenditures (i.e. postage, printing, etc.)

- Section F – Elections

- Item 1. The President-elect shall automatically assume the office of President for the following year.
- Item 2. The President-elect shall be elected by majority vote of Active Members (IIIA3) biennially. The President-elect, President, and Treasurer shall each serve two-year terms.
- Item 3. (Point of Record - At the 1997 Annual Meeting, the Membership Committee Chair and Ethics Committee Chair shall be elected to a two-year term. Beginning with the 1998 Annual Meeting and thereafter the aforementioned Committee Chairs shall be elected to two-year terms). Beginning with the 1997 Annual Meeting and thereafter, the Secretary, Program Committee Chair, and Legislative Committee Chair shall be

elected to two-year terms. No member of the Executive Committee may serve more than two (2) successive terms in the same office.

- Item 4. If during the first round of voting no candidate receives a majority, the two (2) candidates with the highest vote totals will be retained as candidates for as many rounds of voting as necessary to achieve a majority decision.

- Section G - Nominating Committee

- Item 1. The President-Elect shall Chair the Nominating Committee. The Chair shall select two other active members to consult in the nomination of up to two candidates for each available position.
- Item 2. The committee shall report its nominations to the Executive Committee before the call of the annual meeting so that the nominations may be mailed to the membership. Additional nominations will be accepted from the floor at the annual meeting.

- Section H - Standing Committees

- Item 1. Executive Committee
- Item 2. Ethics Committee

The Chairperson of the Ethics Committee shall:

- Item 1. Chair and organize the Ethics Subcommittee.
- Item 2. Act to uphold the MAWS Code of Ethics.
- Item 3. Announce the MAWS annual wetlands research stipend(s) to the departments of colleges and universities in Maine involved in wetland-related studies.
- Item 4. Notify the stipend winner(s) and coordinate their attendance and presentations at the annual membership meeting.

- Item 3. Membership Committee

The Chairperson of the Membership Committee shall:

- Item 1. Collect membership applications and make recommendations to the Executive Committee as to the whether or not the applicant has adequate qualifications to meet the membership level for which they are applying;
- Item 2. Contact and inform applicants as to the acceptance or denial of their applications for membership;
- Item 3. Work with the Treasurer to maintain annual dues payment status for all members;
- Item 4. On or by June 01 of each year, contact members to request payment of Annual Dues if not yet received;
- Item 5. Maintain the membership database, including updating the membership level, dues payment status, and contact information for all members;
- Item 6. From time-to-time (but at least annually), provide an updated spreadsheet to the webmaster with all membership and dues payment status for publication on the website;
- Item 7. Maintain the mailing list to include all members, as well as all courtesy recipients, libraries, groups, and other non-members to whom MAWS sends notifications;
- Item 8. Attempt to increase membership and interest in MAWS by notifying colleges, towns and other professional groups of upcoming workshops and MAWS news;

- Item 9. Maintain historical membership records in an orderly and easy to access fashion;
- Item 10. Meet with and provide the successive Membership Chairperson with all necessary and updated electronic and paper file information within 30 days following the Annual Meeting.
- Item 4. Program Committee

The Chairperson of the Program Committee shall:

- Item 1. Chair and organize the Program Committee.
- Item 2. Organize the Annual Meeting with input from Executive Committee.
- Item 3. Organize regular business meetings, as needed, based on input from the Executive Committee.
- Item 4. Organize workshops, conferences and other educational forums pertaining to the study of wetlands and the profession of wetland science for the Association membership and the public.
- Item 5. Prepare and distribute Certificates of Attendance for all educational forums.
- Item 6. Coordinate the determination of continuing education credits (CEU) with relevant state agencies.
- Item 5. Legislative Committee

The Chairperson of the Legislative Committee shall:

- Item 1. Chair and organize the Legislative Subcommittee.
- Item 2. Schedule at least one Legislative Subcommittee meeting per year and as requested by the Executive Committee. The Legislative Chair will be responsible for the setting the agenda and maintaining the minutes of Legislative Subcommittee meetings.
- Item 3. Be responsible for monitoring State and Federal laws and regulations that affect and have a direct bearing on the profession of Wetland Scientists.
- Item 4. Shall notify the Executive Committee of Public Notices, Public Hearings and Call for Public Comments but is not responsible for drafting and/or presenting comments unless requested to do so by the Executive Committee. All written correspondence composed by the Legislative Committee shall be approved by the Executive Committee prior to being sent. The Executive Committee shall decide by majority vote whether correspondence from the Executive Committee of Legislative Subcommittee should be provided to MAWS membership via email and posting on the website prior to formal submission.
- Item 5. Ensure that any proposed new natural resource legislation and changes to existing natural resource legislation will be disseminated to the MAWS membership via the MAWS Web Site and by submitting a Legislative Summary for publication in MAWS' annual newsletter (*The Obligate*).
- Section I - Ad hoc Committees
 - Item 1. Ad hoc Committees shall be appointed as needed by the Executive Committee.
 - Item 2. All ad hoc Committees shall provide the membership a report of the previous year's activities in the "pre-Annual Meeting" issue of *The Obligate*.
- Section J – Appeals
 - Item 1. The Executive Committee shall establish and oversee a process for appealing decisions of the Standing Committees that are not based upon a vote of the Active Membership (e.g., decisions of the Membership Committee regarding applications for Active Membership).

Article V

Dues:

- Section A - Dues for the following year shall be established for each level of membership at the first meeting of the Association and at the annual meeting of each following year by a majority vote of the Active Members present.
- Section B - Voting members who have not paid their dues to the Treasurer by the annual meeting shall lose their right to vote until such outstanding dues have been paid.

Article VI

Meetings:

- Section A - There will be an annual meeting in March to elect officers and set dues. Regular meetings (including workshops) will be held three times per year. (As amended 2/28/03)
- Section B - The Executive Committee shall meet throughout the year as needed.
- Section C - Notice of all regular and special meetings will be mailed or emailed to the membership and posted on the website at least 30 days prior to meetings.
- Section D - Robert's Rules of Order shall govern the Association in all cases to which they are applicable, except in those instances where they are inconsistent with other parts of the Constitution of this Association.

Article VII

The MAWS Code of Ethics was adopted by Membership Vote on 27 February 1992.

Article VIII

Amendments:

- Section A - Amendments to this Constitution can be voted upon only at the annual meetings or at a special meeting called for that purpose.
- Section B - Proposed Amendments must be submitted to the Executive Committee at least 60 days prior to the annual meeting, or special meeting called for that purpose, so that they can be mailed to the membership with the annual meeting notice.
- Section C - Before adoption, any proposed amendment must receive an affirmative vote of no less than two-thirds of the members present.

Article IX

A special election of the Executive Committee will be held within 60 days following the adoption of this Constitution. A Nominating Committee will be appointed for the selection of candidates, immediately upon adoption of the Constitution. In the interim 60-day period, the Ad hoc Organizing Committee will perform the functions of the Executive Committee.

Constitution submitted: 24 October 1990.

Constitution adopted: 24 October 1990.

Amended: 26 February 1997

Amended: 28 February 2001

Amended: 28 February 2003

Amended: 27 March 2009