

# BYLAWS

## NORTHWEST AQUATIC AND MARINE EDUCATORS

July 15, 2024

### ARTICLE I CERTIFICATE OF ORGANIZATION

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This corporation, Northwest Aquatic and Marine Educators, hereafter identified as the "ASSOCIATION," shall be governed by its Article of Incorporation as certified in the State of Oregon and may use "NAME" as its official name on any and all documents.

### ARTICLE II PURPOSES OF THE ASSOCIATION

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The purposes of the ASSOCIATION are exclusively educational, cultural, scientific, literary, charitable, and no other, and, in the furtherance of only these purposes, the particular business and objects of said corporation shall be the following:

- Section 1 To provide a medium for the exchange of information and teaching materials, and to stress the interrelationships of marine and aquatic education to all disciplines in other educational experiences.
- Section 2 To make available information concerning the development, acquisition, selection, organization and presentation of marine and aquatic education materials to educators at all levels.
- Section 3 To plan, organize, and administer projects and programs for advancing and using knowledge in marine and aquatic education.
- Section 4 To provide assistance to other societies, agencies, and individuals conducting research, investigations and teaching/learning activities in the field of marine and aquatic education.
- Section 5 To encourage the professional growth of marine and aquatic educators.
- Section 6 To pursue affiliations with organizations of like character.
- Section 7 To engage in activities which may further one or many of the exempt purposes of the ASSOCIATION, and to not otherwise engage in any other activities, except as those other activities do not represent a substantial part of its activities.

### ARTICLE III MEMBERSHIP

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- Section 1 Membership in the ASSOCIATION shall be open to all persons, without regard to race, color, creed, gender, sexual orientation or age, supportive of the purposes of the ASSOCIATION.
- Section 2 There shall be five (5) categories of membership:
- Section 2A Active member: Any person who has paid his/her annual dues and does not fall into one of the other membership categories.

- Section 2B Life member: Any person who has paid life membership dues and thereby enjoys all the privileges of Active membership for life.
- Section 2C Honorary life member: Honorary membership shall be the highest recognition that the ASSOCIATION can confer. To be eligible for such recognition a person shall have demonstrated a distinguished career in teaching, research or service in marine education. Nominations for honorary membership shall be proposed in writing to a Selection Committee by at least three (3) Active members of the ASSOCIATION. The President shall serve as Chair of the Selection Committee, which shall forward its list of nominees for honorary membership to the other Officers. Duly proposed nominees for honorary membership, upon receiving endorsement of a majority of the Officers voting, shall be declared as approved. Honorary life members shall not be subject to any dues or assessments and enjoy all the privileges of Active membership.
- Section 2D Institutional member: Any business or institution that operates in the spirit of a not-for-profit organization that is interested in advancing the purposes of the ASSOCIATION shall be eligible for approval by the Board of Directors as an Institutional member. Such member shall pay annual dues for Institutional members. One voting delegate appointed by the Institutional member may represent each Institutional member at any meeting of the ASSOCIATION. Such delegate shall enjoy all the privileges of Active membership.
- Section 2E Corporate Member: Any corporation, company or organization whose for-profit interest includes the marine or aquatic education market shall be eligible for approval by the Board of Directors as a Corporate member. Such member shall pay annual dues for Corporate members. Corporate members may attend any meeting of the ASSOCIATION. Such member shall enjoy all the privileges of Active membership, except that Corporate members may not vote in ASSOCIATION elections or matters brought before the membership for a vote.
- Section 3 Each member in good standing of the ASSOCIATION shall have one vote. Each member shall have the opportunity to vote for Officers, regional director of their chapter, At-large Board Members, and on any issues put to the general membership of the ASSOCIATION either at the annual membership meeting or through a mail or e-mail ballot, and such matters will be decided by a simple majority of those voting on that matter at the time. Only members who serve on the executive board shall have a vote on motions at board meetings.
- Section 4 Each member shall be issued an appropriate record of membership.
- Section 5 All members shall be entitled to the privileges of the ASSOCIATION as specified by the Board of Directors.
- Section 6 Active, Institutional, and Corporate members that fail to remit dues upon their renewal date shall be dropped from the membership.
- Section 7 The membership year of the ASSOCIATION shall begin on the day of receipt and shall expire twelve months later (1-year membership term) or 24 months later (2-year membership term).
- Section 8 Membership in the National Marine Educators Association by members of the ASSOCIATION is not mandatory but is strongly encouraged

ARTICLE IV      AFFILIATE ORGANIZATIONS

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Any active non-profit local, provincial, state or regional educational, cultural, tribal, scientific, literary or charitable organization may become an Affiliate Organization of the ASSOCIATION by fulfilling the following requirements:

- Section 1      The organization shall make a formal application for Affiliate membership. A membership list and summary of program or annual report for the preceding year shall accompany the letter of application.
- Section 2      The application and supporting documents shall be submitted for review to the Board of Directors. Upon a majority vote of the Board of Directors, the organization shall be designated as an Affiliate.
- Section 3      The status of each Affiliate Organization will be reviewed periodically by the Board of Directors. Affiliation may be terminated by a majority vote of the Board of Directors.

ARTICLE V      CHAPTER STATUS IN THE NATIONAL MARINE EDUCATORS ASSOCIATION AND CHAPTER REPRESENTATIVE

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- Section 1      The ASSOCIATION is a chapter of the National Marine Educators Association.
- Section 2      The bylaws, current membership list and other ASSOCIATION records shall be available for periodic review at the request of the National Marine Educators Association Board of Directors.
- Section 3      The ASSOCIATION shall elect a representative to the National Marine Educators Association from the Officers or members. Expenses for this representative to attend the National Meeting of the National Marine Educators Association shall be paid by the ASSOCIATION to the extent deemed feasible and appropriate by the ASSOCIATION Board of Directors.
- Section 4      The election for the Chapter Representative to the National Marine Educators Association shall be held in accordance with the election of other ASSOCIATION Officers. The Chapter Representative serves a two-year term. In case of resignation, death or inability to serve of the Chapter Representative to the National Marine Educators Association, a successor will be appointed by the President until the next scheduled election.

ARTICLE VI      DUES

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- Section 1      All dues and assessments in the ASSOCIATION shall be set by the Board of Directors and ratified by the membership.
- Section 2      Funds on deposit at the end of one fiscal year shall be carried forward into the following fiscal year.

ARTICLE VII      OFFICERS AND BOARD OF DIRECTORS

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- Section 1      The Officers of the ASSOCIATION shall be the President, Secretary, Treasurer, one Director from each Member state or province, and the Chapter Representative to the National Marine Educators Association.

- Section 2            Additionally, up to six (6) At-Large Members of the Board of Directors may be elected.
- Section 3            In the case of the President’s death, resignation or inability to serve, the Chapter Representative to the National Marine Educators Association shall assume the duties of the vacant office. Officers to fill any further vacancies shall be appointed by the sitting President.
- Section 4            Each Officer and At-Large Board Member shall be elected for a term of one year, except the Chapter Representative to the National Marine Educators Association as noted in Article V Section 4. All members of the Board of Directors, including Officers and at-large board members, may run for additional terms.
- Section 5            Each member of the Board of Directors, including Officers and At-Large Board Members, shall have one vote on motions made at board meetings.
- Section 6            The Officers, as the Board of Directors, shall be the legal representatives of the ASSOCIATION and, as such, shall have, hold and administer all the property, funds and affairs of the ASSOCIATION in trust for its uses, in conformity with the Bylaws, and within the Act of Incorporation of the ASSOCIATION and amendments thereunto appertaining under the Statutes of the State of Oregon.
- Section 7            The Board of Directors shall convene a minimum of twice each year for board meetings.
- Section 8            The Executive Committee shall have all the powers of the Board as to management of affairs and property of the Association at all times when the Board is not actually in session, subject only to the direction and supervision of the Board, and excepting only such matters as are specifically committed to the Board by the Bylaws or by the operation of law. The Executive Committee shall consist of the Officers of the ASSOCIATION (President, Secretary, Treasurer, one Director from each Member state or province, and the Chapter Representative to the National Marine Educators Association). A majority of said committee shall constitute a quorum for the transaction of business. Any action taken by the Executive Committee shall be promptly reported to the Board. Any Board member may request a vote of the entire Board on any action taken by the Executive Committee, at which time the action is tabled until such a vote can be taken. Such notification of the action to the Board and the resulting request for a full Board vote shall be completed in a timely manner.

ARTICLE VIII        ELECTION OF OFFICERS

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- Section 8.1           Nominations
- Section 1A           At least thirty (30) days prior to each election, the Nominating Committee, chaired by an At-Large Board Member appointed by the President, shall name candidates for each elective office.
- Section 1B           Members of the ASSOCIATION may send nominations to the Nominating Committee any time prior to the aforementioned thirty (30) day period.

- Section 2 The Association shall send a ballot bearing all nominations for office to all Active members in good standing in the ASSOCIATION. The election shall remain open for a minimum of thirty (30) days after the ballot has been sent out.
- Section 3 To be counted, ballots must be received by the published election deadline. The results will be announced to the membership within 7 days of the closing of the election.
- Section 4 The candidates who receive the highest number of votes shall be elected. In case of a tie vote, the election shall be decided by a coin toss conducted by the Executive Administrator.
- Section 5 Each State/Provincial Director shall be elected by their state/provincial constituency during the regular election cycle with the exception of British Columbia. The British Columbia Director shall be the President of the NAME-BC Chapter elected by the BC constituency during their annual AGM.
- Section 6 A recall of any ASSOCIATION Officer may be initiated by any one member of the board of directors plus three additional ASSOCIATION members at large by petitioning the Executive Administrator, who will coordinate the recall election and announce the results. Ballots must be distributed to the appropriate constituency at least thirty (30) days prior to the election date. Officers may be recalled by a 2/3 majority of the votes cast by their constituency.

## ARTICLE IX

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- Section 1 The President shall:
- Section 1A Preside at the meetings of the ASSOCIATION and at meetings of the Board of Directors.
- Section 1B Appoint the Chair and members of all Standing and Ad Hoc Committees as provided in the Constitution and Bylaws (with the consent of the Board of Directors).
- Section 1C Provide leadership in effecting the purposes of the ASSOCIATION and in fulfilling directives from the Board of Directors
- Section 1D Provide a President's Report to the Annual Meeting covering the activities of the ASSOCIATION during their term of office.
- Section 1E Serve as Chair of the Selection Committee for Honorary membership
- Section 1F Serve on the Financial Advisory Committee
- Section 1G Serve as an ex officio member of all other committees
- Section 1H Assume all other duties normally associated with the office.
- Section 2 The Secretary shall:
- Section 2A Record accurate and complete minutes of all meetings of the ASSOCIATION, including Board of Directors and Membership meetings
- Section 2B Communicate meeting records to the Officers and Executive Administrator within thirty (30) days of the date on which such meeting is held

- Section 2C Maintain meeting records and ensure that they are open at all times to the inspection of members of the ASSOCIATION.
- Section 3 The Treasurer shall:
- Section 3A Chair the Financial Advisory Committee
- Section 3B Oversee the management of the ASSOCIATION's fiscal affairs such as the supervision of collection and disbursement of ASSOCIATION funds and keeping accounts in books belonging to the ASSOCIATION.
- Section 3C Prepare and distribute a monthly financial statement to the Board of Directors.
- Section 3D Prepare and present an annual financial statement to the Board of Directors at their Annual Meeting and to the membership at the Annual General Meeting.
- Section 3E Ensure that the financial records of the ASSOCIATION shall at all times be open to inspection by ASSOCIATION members and prepared for annual independent audit if the Officers desire or a majority of the membership request an audit.
- Section 3F Monitor and oversee any financial accounts created for convenience by ASSOCIATION State and Provincial directors, namely, the directors of NAME-Alaska, NAME-British Columbia, NAME-Oregon and NAME-Washington.
- Section 4 The Director of Each Member State or Province shall:
- Section 4A Serve as coordinator for their region
- Section 4B Serve on the Financial Advisory Committee
- Section 4C Perform other duties as assigned by the President
- Section 4D Develop an Annual Activity Plan and submit it to the Board of Directors for approval. The Annual Activity Plan shall include activities such as events, workshops, conferences and other strategies to accomplish the purposes of the ASSOCIATION and an annual budget.
- Section 4E Submit a yearly financial report for their chapter. This report shall cover the year from January 1 through December 31 and be submitted to the Treasurer of NAME no later than January 31 of the following year.
- Section 5 The Chapter Representative to the National Marine Educators Association shall:
- Section 5A Represent the interests of the ASSOCIATION to the National Marine Educators Association, and insure the regular flow of information and coordination of activities between these organizations
- Section 5B Serve as a member of the National Marine Educators Association Board of Directors
- Section 5C Advise the ASSOCIATION Board of Directors on issues of a national and international level

- Section 5D Coordinate National Marine Educators Association publicity at ASSOCIATION events  
The At-Large Members of the Board of Directors shall:
- Section 6A One At-Large Board Member shall serve as the chair of the Nominating Committee, as appointed by the President
- Section 6B Serve on and/or chair other Standing and Ad Hoc Committees as necessary

ARTICLE X EXECUTIVE ADMINISTRATOR

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The ASSOCIATION shall contract with a person to serve as the EXECUTIVE ADMINISTRATOR for the ASSOCIATION. The contract will be reviewed and renewed on an annual basis. Duties for the National Office shall be outlined in the contract. These duties will include but are not limited to:

- Section 1A Serving as record-keeper of all historical business documents.
- Section 1B Maintaining the membership database and event registrations for annual conferences.
- Section 1C Managing contracts and communications with contractors with oversight by the President.
- Section 1D Coordinating and executing elections, including regular annual elections and recall elections.
- Section 1E Attend ASSOCIATION Board of Directors meetings

ARTICLE XI COMMITTEE CHAIRS AND COMMITTEE MEMBERSHIP

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- Section 1 After the annual election, the President shall submit for approval to the incoming Board of Directors selections for Chairs of the various Standing Committees for the upcoming year. The terms of committee chairs and members need not expire with the end of the appointing President's term provided that the incoming President approves of the current committee chairs.
- Section 2 Membership on committees is open to all members of the ASSOCIATION. Committee members will be appointed by the President or their designee. Any member of the ASSOCIATION wishing to serve on a committee may request appointment by notifying the President in writing.

ARTICLE XII COMMITTEES

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- Section 1 The President shall announce all Standing Committees upon assuming office and may from time to time appoint Ad Hoc Committees as deemed necessary.
- Section 2 The Nominating Committee shall be appointed by the President and chaired by an At-Large Board Member. It shall consist of not less than three (3) active members. The Nominating Committee shall make the nominations specified by the Bylaws and such other nominations as shall be required and shall consider the geographic distribution of the membership.

Section 3           The President may appoint one or more representatives of the ASSOCIATION to serve with any group, board, committee, council, congress or convocation as the interests of the ASSOCIATION demand. They may negotiate agreements, consistent with the Bylaws, with institutions, individuals or other societies, subject to the approval of the ASSOCIATION Board of Directors.

ARTICLE XIII    MEETINGS

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Section 1           The Annual Conference of the general membership shall include business meetings of both the Board of Directors and the general membership.

Section 2           A mid-year business meeting of the Board of Directors shall also be held.

Section 3           Additional meetings may be held as necessary, with reasonable notice. The President shall fix the time and place for all meetings of the Board of Directors.

ARTICLE XIV     QUORUM

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Section 1           One half plus one of all Officers shall constitute a quorum.

Section 2           When, at the discretion of the President, the Board of Directors transacts business by mail, e-mail or conference call, one half plus one of all members of the Board of Directors shall constitute a quorum, providing that thirty (30) days shall have elapsed between the mailing of a proposal with ballot and the counting of the returns. At the discretion of the President, voting by the Board of Directors may also take place by electronic means.

ARTICLE XV      FISCAL YEAR

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The fiscal year of the ASSOCIATION shall begin on the first day of January of each year and end on the 31st day of December.

ARTICLE XVI     RULES OF ORDER

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Section 1           The rules contained in Roberts' Rules of Order shall determine the parliamentary practice of the ASSOCIATION in all cases to which they apply and when they are not inconsistent with the Bylaws of the ASSOCIATION.

Section 2           A Parliamentarian may be appointed by the President to determine and interpret the Rules of Order that govern the deliberations of the ASSOCIATION.

ARTICLE XVII    NOT FOR PROFIT CORPORATION

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The ASSOCIATION is not organized for profit and no part of its net earnings shall inure to the benefit of any officer or employee of the ASSOCIATION except that reasonable compensation may be paid for services rendered to and for the ASSOCIATION in connection with one or more of its purposes. No officer or employee of the ASSOCIATION, or any private individual, shall be entitled to share in the distribution of any of the assets upon dissolution of the ASSOCIATION. Notwithstanding any other provision of these Articles, the



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ASSOCIATION shall not conduct or carry on any activities not permitted to be carried on by an organization exempt under Section 501 (c) (3) of the Internal Revenue Code of 1954 and its regulations as amended.

ARTICLE XVIII AMENDMENT TO THE BYLAWS

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These bylaws may be amended or new bylaws may be adopted, with a prior notice of thirty (30) days, by a one half plus one vote of the membership present at a duly constituted meeting of the ASSOCIATION or by a one half plus one vote of all members responding by mailed or electronically-distributed ballot. It shall be provided further that no new bylaws shall be adopted and no existing bylaws shall be amended or repealed at the meeting at which such adoption amendment or repeal is first proposed.

ARTICLE XIX STANDARD OPERATING PROCEDURES

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The Association shall maintain a list of Standard Operating Procedures (SOPs), and update them as new or amended procedures are approved by the Board of Directors. The SOPs shall be made available to the membership and other appropriate entities, such as the membership or Internal Revenue Service. SOPs are procedures that establish standard administrative processes and operating guidelines for the Association and may be changed from time to time by the Board of Directors.

ARTICLE XX DISSOLUTION

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Section 1 The ASSOCIATION may be dissolved by a vote of three-fourths (3/4) of the Active members attending a duly constituted Annual Meeting providing that notice of the proposal to dissolve the ASSOCIATION together with the full text thereof and name(s) and address(es) of the proponent(s) shall be sent to all members of the ASSOCIATION at least ninety (90) days prior to the vote to dissolve.

Section 2 In the event of dissolution or termination of the ASSOCIATION, title to and possession of all of the property of the ASSOCIATION shall pass forthwith to such organization dedicated to similar purposes and qualified for exemption under Section 501 (c) (3) of the Internal Revenue Code of 1954, as amended, or under such successor provision of the Code as may be in effect at the time of the ASSOCIATION's dissolution or termination, as the Officers of the ASSOCIATION shall deem best qualified to carry on the functions of the ASSOCIATION.