Bylaws

**(Amended November, 1991) (Amended November, 2004) (Amended March, 2010)
(Amended November, 2015) (Amended March, 2022)**

Iowa Association of Naturalists

Bylaws

ARTICLE 1.) NAME

The name of this organization shall be the "Iowa Association of Naturalists" (hereafter referred to as IAN).

ARTICLE 2.) PURPOSE

Section 1 - The purpose of the IAN shall be to promote the development of skills and education within the art of interpreting natural and cultural environments.

Section 2 - IAN shall strive to achieve its purposes:

a. by establishing lines of communication among interpreters for the stimulation of thought, exchange of ideas, and mutual assistance.

b. by maintaining communications with related organizations and the public to promote interest in and understanding of the objectives of interpretive programs.

c. by supporting the preservation and interpretation of areas that have significant natural and cultural values.

ARTICLE 3.) MEMBERSHIP AND DUES

Section 1 - Membership shall consist of (a) all of those who subscribe to the purpose of the organization and pay annual dues, and (b) honorary members. Membership shall have the privilege of attending meetings, voting, and receiving newsletters.

Section 2 - The Executive Committee (ExCom) shall have the power of nominating honorary members to the organization. Election of honorary members shall take place at the annual fall business meeting with a simple majority necessary for passage. Honorary members shall be exempt from the payment of dues. They shall receive correspondence and have the privilege of attending meetings as non-voting members. An honorary membership may be bestowed upon anyone who has distinguished themselves through outstanding contributions to the profession at any time ExCom sees fit.

Section 3 - The Executive Committee (ExCom) shall recommend changes in annual dues. In the event of a recommended change in dues, all members shall be notified in writing about the dues change at least one month in advance of the annual fall business meeting. Approval of the dues change must be made by a majority vote of members present at the annual fall meeting, including any absentee votes.

ARTICLE 4.) OFFICERS

Section 1 - The Executive Committee shall consist of six IAN members-in-good-standing elected by the general membership. The ExCom officer positions shall be determined by the majority of the members of the Executive Committee at a winter transitional ExCom meeting, after the fall

general election, and will serve for at least one year of their two-year elected term as: president, vice-president, secretary, officer-at-large, and workshop coordinator. The treasurer office is a non-voting member of ExCom appointed by the president and shall be exempt from term elections. In the event of any officer resigning before their term limit is up, the ExCom will hold a special election to fill the position.

Section 2 - The Executive Committee members shall be elected annually and serve staggered two year terms to provide continuity. In case of a tie, the ExCom will draw lots. The names of the tied members are entered into a hat or box, and a non-running officer will pull out a name. That person is elected.

Section 3 - The president shall preside at all meetings. They shall have the power to form and dissolve committees, appoint committee chairpersons, annually review and edit IAN guidelines, serve as a "historian" for IAN, and perform other duties as assigned by the Executive Committee.

Section 4 - In the absence of the president, the vice-president shall preside and carry out the normal duties of the president. In the event of the resignation of the president, the vice-president shall assume the title and duties of the president. Duties of the vice-president include creating a newsletter three times per year, communicating with and reporting on committee business, and attending to any other duties as assigned by the president.

Section 5 - The secretary shall keep minutes of all IAN ExCom and business meetings which shall be made available to members upon request and posted on the website. The secretary will also prepare an annual report for membership, attend to any correspondence that may be assigned to them, and any other duties as assigned by the president.

Section 6 - The officer-at-large shall sit as a representative of IAN on Iowa's County Conservation System (ICCS) board, or any other associated board deemed beneficial by ExCom, during their term on ExCom. This office must be held by a county conservation board employee. The officer-at-large shall also conduct ExCom elections and assist other officers as needed to meet the needs of the association and/or any other duties as assigned by the president.

Section 7 - The workshop coordinator shall chair the workshop committee, coordinate workshop planning, create and disseminate workshop information packets, and attend to any other duties as assigned by the president.

Section 8 - The treasurer is a semi-permanent, non-voting member of the Executive Committee. The treasurer shall keep a record of all members, dues paid, all financial transactions of IAN, and

report the same to the membership at business meetings, upon request of any current member, and prior to official ExCom meetings. All bills will be paid, and all funds shall be kept in such manner as directed by the Executive Committee. The treasurer is not subject to annual elections and shall be appointed and/or relieved at the discretion of ExCom and is subject to yearly financial audits. Upon exit of the current treasurer, a new treasurer candidate(s) will be included on the ballot and voted upon at the annual fall business meeting ExCom election.

Section 9 - The Executive Committee shall hold the annual election of ExCom members at the annual fall business meeting.

a. No voting ExCom member shall hold an office more than two (2) consecutive terms. A term is two years.
b. The officer-at-large of ExCom shall request three volunteers from the membership at the spring business meeting to serve as a nominating committee and submit a slate of candidates to the ExCom.
c. The officer-at-large will receive the nominations from the committee and is responsible for notifying the candidates and making sure their biography is included in the Fall IAN newsletter, due September 15th.
d. The ballot shall allow for write-in candidates.
e. Absentee ballots can be requested and shall be provided to any member who will not be attending the annual fall business meeting. Absentee voting closes at 11:59 PM the Friday before the annual fall business meeting.
f. The officer-at-large and a member of the nominating committee will count the ballots and announce the election results during the annual fall business meeting.
g. If the officer-at-large is running for election, a non-running ExCom member will help count the ballots.
h. A majority vote by the attendees of an IAN business meeting, including any absentee ballots cast, shall be necessary to any election of ExCom members, conducting business, and for the resolution of all issues, except for the amendment of the bylaws, which shall require two thirds of the votes cast at a meeting.

ARTICLE 5.) MEETINGS
Section 1. The annual fall business meeting of IAN shall be held each November at a time and place to be determined by the Executive Committee.

Section 2. Other business meetings shall include an official meeting at the Spring IAN Workshop and/or other meetings deemed necessary by ExCom.

Section 3. Notice of business meetings shall be sent to all members of IAN at least 30 days in advance, except in case of extreme emergency.

Section 4. One-fourth of the membership present at the business meeting shall constitute a quorum for the transaction of business and elections. Virtual presence shall also count for attendance.

Section 5. Robert's Rules of Order shall govern all cases to which they are applicable and not inconsistent with the bylaws.

ARTICLE 6.) COMMITTEES
Committees and associate groups may be created and dissolved by the president.

ARTICLE 7.) AMENDMENTS
These bylaws may be amended at any IAN business meeting by a vote of two-thirds of the members present, including any absentee votes, provided that written notice of such proposal is sent to each member at least 30 days prior to the date of any such meeting.

a. Absentee ballots can be requested and shall be provided to any member who will not be attending the business meeting where a vote is requested. Absentee voting closes at 11:59 PM the Friday before the business meeting.