



CWSS BY-LAWS

ARTICLE I Duties of the Executive Board and Directors

President

1. The President shall:
 - a. Uphold and project the spirit of the Constitution and By-laws of the California Weed Science Society and the decisions of the Board of Directors.
 - b. Appoint Chairs, with exceptions covered else where in these By-laws, and members of committees.
 - c. Maintain close liaison with and serve as Ex Officio member of all committees of the California Weed Science Society and encourage development of strong active programs.
 - d. Work closely with the Conference Committee Chair and the Business Manager/Treasurer to assure orderly planning of annual Conference meetings.
 - e. Preside at all meetings of the California Weed Science Society and of the Board of Directors and call special meetings, including electronic conferences of the Board of Directors when necessary.
 - f. Keep the Board of Directors advised of significant issues, activities, and problems of the California Weed Science Society and solicit their suggestions.
 - g. Approve appropriate annual conference expenditures and co-sign with the Business Manager/Treasurer checks in excess of \$500.00.
 - h. Arrange for appropriate annual conference luncheon speaker with any required funding subject to approval of the Board of Directors.
 - i. As outgoing President, appoint two Directors, trying to maintain the balance of Directors from the private and public sectors, with the approval of the Board of Directors.
 - j. Perform other duties or functions as authorized by the Board of Directors.
 - k. Appoint a committee to review these By-laws comprised of a current board member, past board member, a past president, and two other members.

Vice President/ Conference Chair

2. The Vice President shall:
 - a. Perform the duties of the President in his/her absence
 - b. Serve as Chair of the Conference Committee.
 1. Appoint program subcommittee and session chairs
 2. With the program subcommittee develop the program for the next annual conference as follows
 - a) With the approval of the Board of Directors, arrange the date(s) of the spring meeting (April or May) to begin development of the program. This meeting should be held at the next year's conference location.
 - b) With the approval of the Board of Directors, arrange for the location and date(s) of the summer meeting (June or July) to provide tentative program with assigned speakers. Determine and present for Board of Directors approval funding requirements for desired keynote speakers extraneous of California Weed Science Society membership. Let local arrangements sub-committee chair know of specific room, audio visual, and other requirements for sessions.

- c) Send tentative program to Business Manager/Treasurer no later than September 1 for mailing in the September 15 newsletter to membership.
 - d) Proofread, approve, and provide Business Manager/Treasurer with final conference program no later than December 15 for inclusion in conference registration packet.
 - e) December – collect and summarize equipment needs and send to local arrangements chair.
 - f) Apply for PCA Continuing Education hours and develop flow chart of hours for each session attended to be posted at the annual conference.
3. Procure speakers for and preside over the General Session of the conference.
 4. Collect papers or abstracts of presentations at the annual conference and submit for publication within 60 days of the conference. Electronic communications are allowed.
 5. Within two weeks of the conclusion of the conference, send thank you letters to session chairs and ask them to send thank you letters to the speakers of their session.
 6. Perform other duties as delegated by the President or the Board of Directors.

Secretary

3. The Secretary Shall:
 - a. Serve as chair in the absence of both the president and the vice president.
 - b. Inform the President and Business Manager/Treasurer as necessary of all pertinent correspondence.
 - c. Record, prepare, and distribute minutes of Board of Directors meetings to Board of Directors and Business Manager within four weeks of said meetings.
 - d. Record, prepare, and distribute minutes of the conference business meetings to the Board of Directors. Minutes of the annual business meeting shall be forwarded immediately to the Business Manager for inclusion in the Proceedings.
 - e. Serve as Chair-Elect of the Conference Committee.
 - f. Perform other duties delegated by the President and the Board of Directors.

Immediate Past President

4. The Immediate Past President shall:
 - a. Serve on the Board of Directors during the year immediately following term as President.
 - b. Serve as Chair of the Nominating Committee for selection of candidates for Secretary of the California Weed Science Society; Honorary Members, and Award of Excellence recognition.
 - c. Review each article and section of the constitution and by-laws.
 - d. Maintain close liaison with the President in an advisory capacity to assure that the California Weed Science Society is operating within proper guidelines. Make appropriate recommendations for change in constitution and by-laws to the Steering committee or the Board of Directors.
 - e. Perform other duties as delegated by the President or the Board of Directors.

Directors

5. Directors shall:
 - a. Serve as active members of the Board of Directors for three-year terms and have equal voice with the elected Board members.
 - b. Maintain liaison with the California Weed Science Society officers and shall bring to the attention of the Board of Directors various concerns of California Weed Science Society members.
 - c. Serve as chairs of standing committees as follows:
 1. Director 1 will serve as chair of the Resource development/finance committee.
 2. Director 2 will serve as chair of the Membership committee.
 3. Director 3 will serve as chair of the Non-conference education committee.
 4. Director 4 will serve as chair of the Public relations/communication committee.
 5. Director 5 will serve as chair of the Steering Committee
 6. Director 6 will serve as chair of the Student talks, posters, and scholarship and will manage scientific posters at the conference.
 - d. Participate on other committees.
 - e. Perform other duties and assignments as delegated by the President and the Board of Directors.

ARTICLE II

Duties of the Business Manager/Treasurer

The Business Manager/Treasurer shall:

1. Be responsible for monies collected for registration and proceedings and preparing for and presiding over the annual conference registration.
2. Receive and disburse the monies of the California Weed Science Society within prescribed policies as determined by the Board of Directors in consultation with the Resource development/Finance Committee. Co-signature with the President or Vice-President is required for all expenditures in excess of \$500.00.
3. Maintain records of all California Weed Science Society contracts and/or agreements.
4. Maintain and prepare financial records and records of property for annual audit by the audit subcommittee of the Resource Development/Finance committee.
5. Maintain membership and other mailing lists.
6. Assure tentative programs, newsletters, and conference registration information are printed and mailed to members of the society.
7. Work closely with Vice-President-Program Chair in preparation of proceedings for printing. Mail proceedings to those members that have purchased them.
8. Receive and fill orders for proceedings.
9. Purchase and have inscribed a plaque for the California Weed Science Society President ending term of office, Honorary Member and Award of Excellence.
10. Maintain a permanent list of all Honorary Members and Past Presidents of the California Weed Science Society.
11. Prepare registration packets, including receipts for the annual conference.
12. Keep a permanent file of the minutes of all official meetings.
13. Keep an itemized account of all personal expense which is to be reimbursed by the California Weed Science Society.
14. Arrange for storage of past records, textbook related materials, and proceedings.
15. Perform all of the necessary day-to-day business operations of the California Weed Science Society.

ARTICLE III
Duties of Standing Committees

1. Conference Committee Group

- a. Responsible for all aspects of planning and carrying out the annual conference. The conference committee is chaired by the Vice – President, the Secretary serves as chair-elect. The chair and chair-elect will work with the President, the Board of Directors, Director 6 and the Business Manager to coordinate local arrangements, registration, student involvement, posters, exhibits, and any other tasks related to the conference.

2. The Administrative Group:

- a. The Nominating Committee shall:
 - i. Nominate at least two candidates from active members for the Office of Secretary. In alternate years, candidates shall be from the private sector and from the public sector. Candidates shall be presented to the Board of Directors for approval at the summer meeting.
 - ii. Recommend nominees deserving of Honorary Member or Award of Excellence recognition for Board of Directors approval.
- b. The Resource Development and Finance Committee shall:
 - i. Analyze the financial condition of the California Weed Science Society annually.
 - ii. Make recommendations, as appropriate, on immediate and long range plans for finances, budgets, and resource development for the conference and the society in general.
 - iii. Conduct or have conducted by an outside auditor an annual audit of the California Weed Science Society financial statements and books.
- c. The Membership committee exists to create and support an enthusiastic, loyal, growing membership by satisfying members’ professional and practical wants and needs with the highest quality programs, services, and other benefits related to weed science and weed management.
- d. The Site Selection Committee shall:
 - i. Meet at the annual conference and/or as necessary to review any existing short or long term site contracts and/or agreements.
 - ii. Make recommendations to the Board of Directors regarding courses of action for potential meeting sites for at least a three- year future.
 - iii. Provide copies of all current contracts and agreements to the Business Manager/Treasurer.
 - iv. Present draft contracts and/or agreements to the Board of Directors at the summer meeting for their approval.
- e. The Steering Committee exists to advise the Board of Directors in areas of short or long-term policies, goals, and objectives of the California Weed Science Society. They shall meet as necessary in conjunction with one of the normally scheduled business meetings to accomplish these tasks. Topics for Steering Committee deliberation can come from the Board of Directors or from the membership.

3. The External Relations Group:

- a. The Non-conference Education Committee, chaired by Director 3, is charged with being the educational source on weeds and weed science outside of the conference to people throughout California. Suggested objectives for this committee are:
 - i. To evaluate and assess our website for its current and potential educational value and make needed changes.
 - ii. To have the executive committee establish a standing committee on printed material.
 - iii. To develop a mechanism for sponsoring or co-sponsoring regional workshops and other non-annual conference activities.
 - iv. To provide an applied weed science quarterly newsletter to members.
 - v. To develop and provide an outreach mechanism through the media and our web site to the general public on issues, new developments, and education on weeds and weed science.

- b. The Authoritative Advocate/Strategic Alliance Committee, chaired by the President, exists to make the California Weed Science Society the most visible, authoritative, and well-respected source in California to policy makers, governmental agencies, special interest groups, and the general population for matters pertaining to weed science and weed management. In addition, this committee is charged with establishing strategic (win/win) relationships with organizations that have a compatible vision, mission or serve the same clientele. Suggested objectives for this committee are:
 - i. To assess and evaluate our current marketing/image/public relations methods and tools.
 - ii. To explore communication channels and media for their value in promoting the authoritative value of CWSS.
 - iii. To develop and implement a market/image plan and budget that promotes CWSS as an authoritative source of information and education on weed science and weed management.
 - iv. To catalog and assess organizations that could potentially have a compatible mission or serve the same clientele.
 - v. To develop and implement a plan to establish mutually beneficial relationships with appropriate organizations to reduce duplication of effort, reduce competition for clientele, and increase our ability to serve them well.

- c. The Public Relations/Communications Committee, chaired by Director 4, exists to promote the interests of the California Weed Science Society to policy makers, stakeholders, and the general public.

California Weed Science Society Secretary

Date