

**CONSTITUTION AND BY-LAWS
CALIFORNIA WEED SCIENCE SOCIETY**

January 2004

Amended 2008

Amended 2012

Adopted January 2013

CONSTITUTION

ARTICLE 1

VISION AND MISSION STATEMENTS

Vision:

The CWSS will be the premier authoritative source of information on weed biology and weed management in California and will serve as a forum for all individuals interested in these disciplines.

Mission:

The California Weed Science Society provides information exchange on weed science and technology through an annual conference, publications, and other activities; advises stakeholders on matters pertaining to weeds; facilitates cooperation among individuals, agencies, and organizations; encourages careers in weed science; and promotes professional growth and interaction for its members in California.

ARTICLE II

Membership

1. Membership shall be open to persons interested in any aspects of weed science and may be in one of four categories:
 - i. Regular – Open to any person interested in the discipline of weed science.
 - ii. Student – Open to persons enrolled in an educational institution.
 - iii. Sustaining – open to any corporation, association, or other organization and any governmental agency.
 - iv. Honorary – In recognition of outstanding service to Weed Science and to the California Weed Science Society as determined by the Nominating Committee and approved by the Board of Directors.

Only Regular, Student, and Honorary members have voting privileges.

2. Membership shall be contingent upon the payment of annual dues in such sums as may be determined by the Board of Directors in consultation with the Finance Committee and Business Manager/Treasurer.
 - i. Non-payment of dues shall be cause for membership deletion.
 - ii. Non-payment of dues for a three year period shall be cause for mailing list name deletion.
3. The fiscal year for dues shall begin at the start of the annual meeting of the conference.
 - i. Regular, student, and sustaining member dues shall be determined annually by the Board of Directors.

- ii. Honorary members shall have all privileges of regular members but do not have to pay dues.

**ARTICLE III
Executive Board**

1. The Executive Board of the California Weed Science Society shall consist of a President, Vice President/Program Chair, Secretary, and Immediate Past President.
2. The Secretary will be elected annually by a simple majority of active members responding to a mail ballot provided no later than December and will progress to the offices of Vice President, President, and Past President.
3. Officers of the Executive Board will begin their duties at the close of the Business Meeting at which they are installed and shall remain in office until the close of the next California Weed Science Society General Business Meeting (the annual conference).
4. Only regular and honorary members shall be eligible to hold office. A vacancy in any office shall be filled for the unexpired term by appointment of the Board of Directors.

**ARTICLE IV
Board of Directors**

1. The Board of Directors shall have direct responsibility for general supervision of California Weed Science Society affairs with equal voting privilege granted to each of the following members:
 - a. President
 - b. Vice President/Program Chair
 - c. Secretary
 - d. Immediate Past President
 - e. Director 1- (chairs Resource and Finance Committee)
 - f. Director 2- (chairs Sponsorship and Exhibitors Committee)
 - g. Director 3- (chairs Non-conference Education Committee)
 - h. Director 4- (chairs Conference Publicity Committee)
 - i. Director 5- (chairs Steering Committee)
 - j. Director 6- (chairs Student Committee)
2. Two Directors will be appointed annually by the outgoing President with the approval of the Board of Directors. Directors will serve a three-year term beginning at the close of the meeting at which they are installed.
3. The Board of Directors shall establish dates and locations for the annual Conference meetings and select a Business Manager/Treasurer to conduct California Weed Science Society business as directed by the Board.

4. The Board of Directors shall meet at the call of the President or any six members of the Board. Six Board members shall constitute a quorum.
5. The Board of Directors will maintain at least 1.5 years' operating balance in the society's checking and/or investment accounts.

ARTICLE V Meetings

1. The annual Conference of the California Weed Science Society shall be held at least annually at such a time and place as determined by the Board of Directors considering the availability of short or long term contracts and/or agreements and the desire to have the conference in various areas of California.
2. An annual business meeting for the purpose of receiving committee reports, presenting new officers, and conducting other business requiring membership consideration shall be held in conjunction with the Awards Luncheon during the annual Conference.

ARTICLE VI Standing committees

Oversight of all committees is shared by the President and the Board of Directors

1. **Conference** – The Vice President shall serve as the Chair of the Conference Committee and shall appoint members and session leaders as necessary to accomplish an effective annual conference program subject to Board of Directors review and approval. The Secretary will work with the VP to coordinate conference functions.
2. **Nominating** - This committee shall be chaired by the immediate Past President, include one former board member, a member at large and others as determined by the Board of Directors and the chair. The committee shall approve by simple majority and recommend for Board of Directors approval:
 - i. Office of Secretary candidate(s) for presentation to the membership by ballot.
 - ii. Nominees worthy of Honorary Membership status and Award of Excellence recognition.
3. **Resource Development and Finance** – This committee shall be chaired by Director 1, and shall have sufficient membership as determined by the Board of Directors and the chair.
4. **Sponsorships and Exhibitors Committee** – This committee shall be chaired by Director 2, and shall have sufficient membership as determined by the Board of Directors and the chair.
5. **Non-conference Education** – This committee shall be chaired by Director 3 and shall have sufficient membership as determined by the Board of Directors and the chair.
6. **Conference Publicity Committee** - This committee shall be chaired by Director 4 and shall have sufficient membership as determined by the Board of Directors and the chair.

7. **Steering Committee** – This committee shall be chaired by Director 5, and include a past president, a former board member, a member at large and others as determined by the Board of Directors and the chair.
8. **Student Committee** – This committee shall be chaired by Director 6, and shall have sufficient membership as determined by the Board of Directors and the chair.

**ARTICLE VII
Order of Business**

All Business Meeting Sessions of the California Weed Science Society shall be conducted according to Robert’s Rules of Order, newly revised.

**ARTICLE VIII
Publications**

The annual Proceedings including submitted oral and poster papers, appropriate reference to Honorary Members and Award of Excellence recipients, appropriate committee reports and the minutes of the annual meeting shall be the official California Weed Science Society publication.

**ARTICLE IX
Amendments**

These Bylaws may be amended by a simple majority of eligible members voting by mail ballot, at the annual Business Meeting, or at a duly notified special meeting held in conjunction with the annual Conference. There should be notification to the members of 45 days before a vote can be taken.

These Bylaws shall be reviewed no less than every four years by a committee appointed by the President and approved by the Board of Directors. This committee shall be comprised minimally of a current member of the Board of Directors, a past board member, and a past president.

BY-LAWS

**ARTICLE I
Duties of Executive Board**

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 elsewhere 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. Work closely with the Business Manager to oversee and approve finances and adherence to the budget of the society.
- 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, appoint ad hoc committees, and perform other functions as authorized by the Board of Directors.
- k. Appoint a committee to review these By-laws comprised minimally of a current board member, past board member, and a past president.
- l. Develop, review and sign, with Board approval, all contracts for services with the Business Manager.
- m. Be the official spokesperson for the CWSS.

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. Assign specific rooms, audio visual needs, and other requirements for sessions.
 - c. Send tentative program to Business Manager/Treasurer no later than September 1st for mailing in the Fall 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. Apply for 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, assisted by the Business Manager.
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 Bylaws and make appropriate recommendations for change in Constitution and Bylaws to the Steering Committee and the Board of Directors.
 - d. Maintain close liaison with the President in an advisory capacity to assure that the California Weed Science Society is operating within proper guidelines.
 - e. Investigate, analyze and recommend future conference sites, in consultation with the Business Manager.
 - f. 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. 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 Sponsorship and Exhibitors Committee.
 3. Director 3 will serve as chair of the Non-conference Education Committee.
 4. Director 4 will serve as chair of the Conference Publicity Committee.
 5. Director 5 will serve as chair of the Steering Committee.
 6. Director 6 will serve as chair of the Student Committee.
- 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.
3. Maintain records of all California Weed Science Society contracts and/or agreements.
4. Maintain and prepare financial records and records of property and assets for review every three years by an independent party hired by the CWSS. This review should occur in conjunction with the expiration of the three-year term of the outgoing Resource Development/ Finance Committee chair.
5. Maintain membership and other mailing lists.
6. Assure tentative programs, newsletters, and conference registration information are produced and distributed to members of the society.
7. Work closely with the outgoing conference Program Chair in the 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 plaques 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.
16. Keep the CWSS website current with assistance from the Director of Conference Publicity, the Executive Board, and other Directors as appropriate.
17. Sign contracts with hotels, conventions centers and other vendors for the annual conference, subject to approval by the Board of Directors.

ARTICLE III
Duties of Standing Committees

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

2. **Nominating Committee:**
 - a. Nominate 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.
 - b. Recommend nominees deserving of Honorary Member or Award of Excellence recognition for Board of Directors approval.

3. **The Resource Development and Finance Committee**, chaired by Director 1, shall
 - a. Analyze the financial condition of the California Weed Science Society annually and report to the Board.
 - b. Make recommendations to the Board, as appropriate, on immediate and long range plans for finances, budgets, and resource development for the conference and the society in general.
 - c. Every three years, prior to the expiration of the term of the outgoing chair, prepare for a review of California Weed Science Society financial statements and books to be conducted by an independent party, and report to the Board of Directors when the review is complete.

4. **The Sponsorship and Exhibitors Committee**, chaired by Director 2, shall:
 - a. Contact and recruit members and supporters regarding sponsorship and exhibit opportunities at the annual conference.
 - b. Manage and oversee arrangements for setup, display, and takedown of exhibits and posters during the annual conference, in consultation with the Business Manager and Board of Directors.
 - c. Make arrangements for appropriate recognition of sponsors and exhibitors during the annual conference.

5. **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:
 - a. Evaluate and assess our website for its current and potential educational value and make needed changes.
 - b. Provide an applied weed science publication to members.

- c. Develop and provide an outreach mechanism through the media and our website to the general public on issues, new developments, and education on weeds and weed science.
6. **The Conference Publicity Committee**, chaired by Director 4, exists to promote the interests of the California Weed Science Society to members, policy makers, stakeholders, and the general public.
- The Conference Publicity Committee shall:
- a. Create and oversee advertisements, press releases, and other external communications designed to attract attendees to the conference.
 - b. Work with the Board of Directors to update or develop documents or postings for the website. All Board Members share a joint responsibility for maintaining and contributing content related to their Board duties.
 - c. Assist the Business Manager/Treasurer in keeping the website current with information and promotion of the annual conference.
7. **The Steering Committee**, chaired by Director 5, shall:
- a. Advise the Board of Directors in areas of short or long-term policies, goals, and objectives of the California Weed Science Society. Topics for Steering Committee deliberation can come from the Board of Directors or from the membership.
 - b. Meet at least twice a year or as needed to accomplish these tasks.
 - c. The Steering Committee shall conduct an annual member survey at each conference to inform the Board regarding member feedback.
8. **The Student Committee**, chaired by Director 6, exists to encourage professional development of college students interested in careers in weed science. The Student Committee shall:
- a. Be the liaison for the CWSS for college faculty and students regarding opportunities for participation in the annual conference.
 - b. Organize and be the focal point for oral and poster presentations and contest by students at the annual conference.
 - c. Make recommendations to the Board for special programs, scholarships and financial support to encourage student participation in the CWSS.

California Weed Science Society Secretary

Date