

Northwest Paleontological Association Bylaws

Revised 2004

Northwest Paleontological Association - Mission Statement

To advance the science of paleontology. To explore, understand, and preserve the paleontological heritage of Washington State and the Pacific Northwest. To support the collaborative efforts of amateur and professional paleontologists. To provide education for the community.

Article I - MEMBERSHIP

Section A - General Membership

General Members in good standing are eligible to participate in Association activities.

Section B - Student Membership

Student members are full time students. They have all the privileges and responsibilities of a General member.

Section C - Junior Membership

Junior members are those under the age of 18. Junior members do not have voting rights.

Section D - Honorary Membership

Nomination for honorary membership, once approved by the Board of Directors, shall be presented to the membership and shall be conferred by majority vote.

Section E - Application for Membership

Applications shall be in writing or on a printed form provided by the Association. The form shall state the conditions of application, be signed by the applicant, and be submitted to the Membership Committee.

The Board of Directors has the right to review all applications. If approved by the Board, the applicant shall be notified and, upon payment of the applicable current dues, shall become a member.

Any applications from persons under the age of 18 must be co-signed by a parent or legal guardian and have a General Member as a sponsor. The parent, legal guardian, or sponsor must be a member of the Association prior to the approval of the application and shall hold this Association, its officers and members free of any responsibilities for the Junior Member or his/her actions. If someone other than the parent or legal guardian is the sponsor, a written waiver from the parent or legal guardian must accompany the application. The sponsor accepts full responsibility for the Junior Member during Association activities.

ARTICLE II - DUES

Section A - General

Annual membership dues shall be as follows:

General (individual) membership \$20, Family membership \$34; Student membership \$13; Junior membership \$5; General Field Trip \$5 dollars and Family Field Trip \$8. Honorary members are exempt from dues for the lifetime of the honorary member.

Dues shall provide for membership for one full calendar year and are payable on January 1 of that calendar year.

Dues not paid by March 1st are considered delinquent, and the Membership Chairperson will send a notice of delinquency.

Applicants accepted for membership after June 30 will pay one-half regular annual dues and will be considered a member of the Association for the remainder of that calendar year.

ARTICLE III - LIST OF OFFICERS AND DUTIES

Section A - Term of Office

Newly elected officers shall be installed at the regular July Meeting to serve a term of two years. Elections will be held in odd-numbered years.

Section B - President

The President shall preside at all meetings of the Association, attend all Board of Directors meetings, and perform all duties customary to the office and as directed by the Association.

The President shall be, ex officio, a member of the Board of Directors and all standing committees.

Section C - Vice President

The Vice President, in the absence of the President, shall perform all the duties of that office.

The Vice President shall be the Chairman of the Program Committee.

Section D - Secretary

The Secretary shall keep an accurate record of the proceedings of all meetings of the Association and the Board of Directors.

The Secretary shall receive and conduct regular Association correspondence and perform such other duties as are properly required of a secretary.

Section E - Treasurer

The Treasurer shall receive all membership fees and other moneys paid into the Association and make disbursements of the same when duly authorized in accordance of Article IX of these Bylaws.

The Treasurer shall keep an accurate record of all transactions, submit a report at all regular meetings, Board of Director meetings and such other times as may be proper, and shall submit an annual report.

ARTICLE IV - BOARD OF DIRECTORS

Section A - Duties

The Board of Directors shall provide guidance to the Association. The Board shall have general oversight of the membership regarding disposition of Association property and assets. The Board shall also recommend rules and regulations as are necessary and proper for the direction of the Association.

The Board of Directors shall consist of five members: two members affiliated with the Burke Museum, the elected president of the Association, a past officer of the Association, and one other Association member who is neither a past or current officer.

The term of office shall be 2 years. Elections will be held in odd-numbered years.

New Board members shall be elected by a majority vote of the sitting members of the Board.

ARTICLE V - COMMITTEES

Section A - General

The President shall appoint such special committees as she/he deems necessary, as well as those that may be created by the vote of the Association.

Section B - Committee Chairperson

The President shall appoint the Chairpersons of all Standing Committees, not otherwise provided for in these Bylaws, to serve for the duration of the President's term in office.

Unless otherwise provided for, Chairpersons of Standing Committees shall select their committee members from the general membership of the Association.

Section C - Standing Committees

Program Committee

The Vice President shall be the Chairperson of this committee. This committee shall plan the program for regular meetings and such other occasions as directed by the membership or the Board of Directors. This committee shall plan and arrange displays as needed for each regular meeting, and be in charge of such special projects as directed by the Association or the Board of Directors.

Membership Committee

This committee shall receive and process applications for membership and investigate the applicants in accordance with Article I of these Bylaws. The Membership Chairman shall keep a proper file of the membership and distribute the membership list to the Board of Directors once a year. This committee shall maintain an accurate membership list which shall be submitted to the Secretary at the end of the year. This committee shall acquaint each applicant with the Mission Statement, Bylaws and activities of the Association and emphasize the code of non-profit collecting.

The Chairperson of the Membership Committee shall be, ex officio, a member of the Nomination and Election Committee.

Hospitality Committee

This committee shall welcome all new members and guests and see that they are properly introduced to the general membership. This committee shall plan, obtain, and conduct the serving of all refreshments at regular meetings, social affairs, and such other occasions as directed by the Membership or the Board of Directors.

Education Committee

This committee shall plan, and conduct all training, workshops, and other educational activities as directed by the membership or the Board of Directors. The Chairperson shall keep a record of all educational programs.

Publication Committee

This committee shall be responsible for the publication and distribution of the Association newsletter. Newsletter articles shall be given editorial review by this committee. Articles containing paleontological information from non-member sources will have editorial review by professional membership.

Field Trip Committee

This committee shall plan, arrange for the conduct of, and obtain permits (when necessary) for field trips and other similar activities as directed by the membership or the Board of Directors. The Chairperson shall contact the proper Washington State official when field trips are to be conducted on land administrated by the State of Washington.

The Chairperson shall keep a log of all field trips.

Section D - Nomination and Election Committee

A committee of five members shall be selected in February in the following manner: two by the Board of Directors and two by the membership. The Chairperson of the Membership Committee shall be, ex officio, a member of this committee. No member of this committee shall be eligible for elected office.

This committee shall select potential candidates for the elective offices and submit their nominations to the membership at the March meeting. Nominations will be accepted from the floor. Nomination from the floor must be from a voting member and seconded by a voting member.

This committee shall be responsible for coordinating and conducting any elections conducted by the Association.

ARTICLE VI - MEETINGS

Section A - Annual Meetings

The regular May meeting shall be the annual meeting for the election of officers and the presentation of the annual reports.

Section B - Regular Meetings

The regular meeting of the Association shall be held at 1:00 PM on the second Saturday of every other month (January, March, May, July, September, and November) in the Burke Room of the Thomas Burke Memorial Washington State Museum or at another time and venue as directed by the Board.

Section C - Board of Directors Meetings

The Board of Directors shall meet not less than once every three months and such other times as designated by the Board Chairperson, or upon the request of three or more Board members.

ARTICLE VII - ELECTIONS

Section A - Election of Officers

Election shall be held by ballot. A majority of the votes cast by members attending the May meeting or by absentee ballot shall be necessary for election to office. The official ballot will be included in the May issue of the Association newsletter.

Newly elected officers shall be installed at the regular July meeting to serve a term of two years.

Vacancies: If an elective office becomes vacant, the remainder of the term shall be filled by a member elected through a called election.

Section B - Absentee Ballots

Members shall be allowed to vote by sealed absentee ballot. Such ballots must be received by the Secretary on or before the election date and must be on a form sanctioned by the Board of Directors.

ARTICLE VIII - ASSOCIATION PROPERTIES

Section A - Regulations

Association properties may be loaned to members for a period not to exceed thirty days. Members holding property overdue shall be subject to fines.

Members shall be held responsible for properties loaned to them. Properties lost or otherwise damaged shall be replaced by the member responsible.

ARTICLE IX - FINANCES

Section A - Administration

All Association moneys shall be maintained in a checking account or other repository selected and approved by the membership. The Board of Directors may authorize payment of all routine expenditures. All other expenditures shall be authorized by the members at any regular meeting.

All checks or orders shall be signed by the Treasurer and counter-signed by the President, the Vice President, or the Secretary. In the absence of the Treasurer, the Secretary shall sign with counter-signature of President or Vice President

ARTICLE X - FIELD TRIPS

Section A - Regulations

No firearms, drugs or alcohol shall be permitted during field trip activities. Responsible conduct must be maintained at all times.

The Association shall not be responsible for accidents of any kind while on field trips. Members and guests must submit a signed waiver of liability before attending any Association field trip. These waivers shall be kept on file by the Secretary.

Junior Members must be accompanied by a parent, legal guardian or sponsor who is a General Member. Attention is directed to Article I, Section E, Paragraph 3 of these Bylaws.

There shall be no smoking or fires except where permitted by law. Refuse from any membership activity shall be disposed of in a proper container.

Members shall assume the responsibility for leaving any collecting area in an orderly manner. Over-collecting or abuse of an area, in the opinion of the field trip leader, will not be tolerated. Such abuse shall be cause for revocation of membership privileges.

Specimens of scientific value shall be deposited in a proper repository.

There will be no collecting for monetary gain. Members should not reveal Association field trip locations to those seeking any monetary gain.

Members shall not use the name of the Association for personal collecting.

Anyone disobeying field trip regulations may be suspended from the Association.

ARTICLE XI - AMENDMENTS

These Bylaws may be amended at any regular meeting by a two-thirds vote of those members present, provided that a written notice stating the proposed amendment has been given at the last meeting and published in the Association newsletter.

ARTICLE XII - PROCEDURE

Robert's Rules of Order, Revised, shall govern the Association in all cases to which they are applicable and in which they are consistent with the Bylaws of this Association.