

Bylaws of the Fetal Alcohol Spectrum Disorders Study Group (FASDSG)

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ARTICLE 1 – MEMBERS

Section 1 – 01. Membership Requirements

All members of the Fetal Alcohol Spectrum Disorders Study Group (Group) shall hold a Ph.D., M.S., M.A., M.D., or equivalent degree and be engaged or interested in research regarding Fetal Alcohol Spectrum Disorders (FASD).

Section 1 – 02. Membership Categories

(A) Regular Members – Persons holding a Ph.D., M.S., M.A., M.D., or equivalent degree who are engaged or interested in research regarding Fetal Alcohol Spectrum Disorders (FASD). Each regular member will pay annual dues and have the right to hold office and to have one vote on each matter submitted to a vote of the Group.

(B) Student Members – Persons enrolled in graduate programs or other post-baccalaureate health-related programs who are engaged or interested in research regarding FASD. They will pay annual dues at a reduced rate and will not have the right to hold office or to vote.

(C) Emeritus Members - Persons who have held Regular membership and have retired but wish to remain active in the Group. Emeritus members will pay annual dues at a reduced rate, and will not have the right to hold office or to vote.

Section 1 – 03. Membership Application. Interested individuals may apply for membership using the form supplied by the Group. The Officers will review and approve applications.

Section 1 – 04. Termination of Membership. Membership in the Group may be terminated for non-payment of dues or assessments after failure to pay within one year.

ARTICLE 2 – MEETING OF MEMBERS

Section 2 – 01. Annual Meeting. An annual meeting of the members shall be held as determined by the officers. It will include a business meeting. Notice of the meeting will be given at least 30 days in advance.

ARTICLE 3 – VOTE BY THE MEMBERS

Section 3 – 01. Quorum. The presence of twenty percent of the Regular members shall constitute a quorum at a meeting of the members.

Section 3 – 02. Manner of Acting. The Officers hold authority for bringing all matters to vote by the members. A matter for vote may be recommended to the Officers by 1) the Advisory Board, 2) a Standing Committee, or 3) a Regular member in good standing. The Officers may

solicit review by the Advisory Board at their discretion. Members will be given 30 days prior notice of motion for vote.

Section 3 - 03. Adoption. A simple majority of votes shall be necessary for adoption of a matter that is brought to the members for a vote. In case of a tied vote, the President shall cast the deciding vote.

Section 3-04. Means. Voting may be conducted by hand, paper or electronic ballot as determined by the officers.

ARTICLE 4 - ADVISORY BOARD

Section 4-01. Advisory Board. An Advisory Board (Board) shall be composed of the three immediate Past-Presidents and two members elected by the Regular membership. The current President will serve as a non-voting, ad hoc member. The Chair shall be elected from the Board. The longest serving Past-President shall be replaced upon election of the new President. The two elected members shall be elected in alternate years. In the first year, one member will be elected to serve a single year. The Board shall provide guidance and advice to the officers on issues of governance, policy, and other matters relevant to the operations and mission of the Group. They shall keep complete minutes of their meetings and file these in a timely manner with the Secretary.

ARTICLE 5 – OFFICERS

Section 5 – 01. Officers. The Officers of the Group shall be a President, Vice-President, Treasurer, and a Secretary. All Officers must be Regular Members at the time of their election and during the entirety of their respective terms of office. No person may hold more than one office at the same time.

Section 5 – 02. Election and Terms of Office. The Secretary shall be elected to a one-year term at the annual meeting and shall begin his/her term of office immediately upon election. At that time, the immediate Past-Secretary shall become the Treasurer, the immediate Past-Treasurer shall become the Vice President, and the immediate Past-Vice President shall become President. No President shall serve two consecutive terms except when an elected Vice President must assume the Presidency mid-term.

Section 5 – 03. Vacancies. A mid-term vacancy in the office of the President shall be filled by the Vice-president. A mid-term vacancy in the office of the Vice President, Treasurer or Secretary shall be filled temporarily by the Board, until the next annual meeting, when it will be filled via election by the Regular Members.

Section 5 – 04. President. The President shall be the principal Executive Officer of the Group and shall have general charge and supervision of its business and affairs. The President shall preside at the annual meeting of the members and will report to the members as required from time to time. The President shall perform all duties of the office and as prescribed by the Board. This shall include setting the annual meeting time, date and location, defining the annual meeting

theme, program, and guest speakers, preparation of an annual summary of the scientific meeting, and service as lead liaison with the Research Society on Alcoholism or other groups.

Section 5 – 05. Vice President. The Vice President will manage the application and selection process for the FASt Data presentations, the student travel awards, and the merit award, and will assist the President as needed.

Section 5-06. Treasurer. The Treasurer shall keep the record of income, grants, expenditures, and receipts. The Treasurer will be responsible for oversight of the balances in all Group accounts and will serve as a liaison with the Research Society on Alcoholism business manager, grant awards, and other funding sources and managers. The Treasurer shall serve as a liaison with vendors to arrange ordering, billing, and payment for all Group needs. The Treasurer will be responsible for specifying and ordering all food and beverage, the audiovisual resources, and the meeting room for the annual meeting. S/he will arrange a restaurant for the annual meeting luncheon. The Treasurer will provide the Secretary with the names of individuals who have paid membership dues, registered for the annual meeting, the annual meeting luncheon, and all other member payments.

Section 5-07. Secretary. The Secretary will be responsible for dispersing and receiving all communications between the Officers, Board, and Committees with the Group membership. The Secretary will be responsible for the membership and registration lists, and will provide this information to the other Officers. S/he will be the contact person to initiate website updates. The Secretary will record the minutes of the Group business meeting and all meetings of the Officers, and will prepare minutes in a timely manner for distribution. The Secretary will prepare program materials and signage for the annual meeting, distribute registration packets (including ballots) to meeting attendees, staff the meeting registration table, arrange student helpers to assist with activities the day of the meeting, and will be in charge of tallying ballots. Upon completion of his/her duties, the immediate Past-Secretary will train the incoming Secretary.

ARTICLE 6 – ELECTIONS

Section 6-01. Nominations. Nominations for the position of new Secretary are solicited from the Group membership in advance of the annual meeting. Nominations can be made by the candidate or by another Regular member. The nominee shall agree in advance to the duties and shall have been a Regular Member of the Group in good standing for at least five years. Candidates will provide nomination materials to the present Secretary, including a paragraph describing their interests and qualifications. The Secretary will distribute this information to the membership in advance of the annual meeting.

Section 6-02. Voting. Voting for a new Board member, Secretary, and other Officers, if necessary, will take place in association with the annual meeting. Voting will be open to all Regular members in good standing. The result will be announced during the business meeting.

ARTICLE 7 – COMMITTEES

Section 7-01. Standing and Ad Hoc Committees. The Officers will have the power to establish standing and *ad hoc* committees and assign their duties to facilitate the mission and operations of the Group. Committee actions are subject to the Group Bylaws. Members of standing committees are appointed by the Officers and serve until the next annual meeting or until appointment of a successor, at the discretion of the Officers.

Section 7-02. Henry Rosett Award Selection Committee. The Selection Committee shall be composed of five members appointed annually by the Officers. Members shall include previous Awardees, Past-Presidents of the Group, and other leaders as determined by the Officers.

ARTICLE 8 – AWARDS

Section 8-01. Henry Rosett Award. The Henry Rosett Award honors an individual for outstanding long-term contributions to research in the FASD field. Nominations for the Award are solicited by the Officers from the membership. Nomination packets shall include the *curriculum vitae* of the nominee, a primary letter of nomination from a Regular member, and two letters of support from Regular members. The nomination packet shall be submitted to the President, who will facilitate review by the Rosett Award Selection Committee. The Award is presented at the annual meeting with an oral presentation by the Awardee.

Section 8-02. Merit Award. The Merit Award is presented to a graduate student, post-baccalaureate health professions student, or fellow (no more than 4 years past their terminal degree), who is a member of the Group, for outstanding research in the field of FASD. Applications are solicited from the membership. Application packets shall include an application form, the *curriculum vitae* of the applicant, an abstract for FASD Data Presentation, a letter of support from the student advisor who shall be a Regular member, and 2 additional letters of support. The Awardee is selected from the applicants by the vote of the Officers or a committee designated by the Officers. The Award is presented at the annual meeting with an oral presentation by the Awardee.

Section 8-03. Other Awards. Other Awards also may be established by amendment of the Bylaws.

ARTICLE 9 - DUES

Section 9 - 01. Membership Dues. The Officers will determine the amount of annual dues or assessments for the various classifications of members. They shall have the power to waive dues and assessments in appropriate cases.

Section 9-02 – Payment. Membership dues shall be payable in advance by the thirty-first day of January in each fiscal year. Annual memberships shall run from January 1 to December 31. The Officers will establish the method of dues collection to facilitate operation of the Group.

ARTICLE 10 - AMENDMENTS TO THE BYLAWS

Section 10-01. Amendments to the Bylaws. Any proposal for alteration, amendment, or repeal of these Bylaws will be submitted to the Officers. The proposal will be reviewed by the Board and the Officers. It will be distributed to the membership with the recommendation of the Board and Officers thirty days prior to the annual meeting for vote at the meeting. A majority vote of the Regular members at the annual meeting is required to make any change to the Bylaws.