

**SOCIETY FOR INTEGRATIVE AND COMPARATIVE BIOLOGY
DIVISION OF SYSTEMATIC & EVOLUTIONARY BIOLOGY BYLAWS**
(Adopted 1967; Amended June 1991, December 1993, and July 1997)

Article I. Name and Purpose

Section 1. Name

The official name of this division of the Society for Integrative and Comparative Biology shall be "The Division of Systematic and Evolutionary Biology."

Section 2. Purpose

The study of systematic ~~zoology-biology~~ is basic to all comparative studies in ~~zoologybiology~~. The purpose of the Division shall be to advance, encourage, and coordinate research and publication in systematic ~~zoologybiology~~, and to act as a liaison between workers in various scientific fields interested in systematic or taxonomic applications of ~~zoologybiology~~.

Section 3. Organization

The Division of Systematic and Evolutionary Biology shall be governed by the Constitution and Bylaws of the Society for Integrative and Comparative Biology and the Bylaws of the Division.

Article II. Membership

Section 1.

Any member of the Society for Integrative and Comparative Biology may become a member of the Division of Systematic and Evolutionary Biology by registering with the Secretary of the Division or the Executive Director of the Society, without payment of additional dues.

Article III. Administrative Organization

Section 1. Officers

~~The officers of the Division shall be a Chair, Chair Elect, Secretary, and Program Officer. The Chair, Secretary, and the Program Officer shall be elected for a term of two years, the Chair Elect for a term of one year. Chair and Secretary shall be elected in odd number years; Chair Elect and Program Officer shall be elected in even numbered years. The officers of the Division shall be a Chair, Past Chair, Chair-Elect, Secretary, Secretary-Elect, Program Officer, Program Officer-Elect, and Graduate Student/Postdoctoral Affairs Officer. The Chair-Elect shall be elected before one annual meeting and serve for a term of one year, and shall then successively and automatically become Chair for a term of two years and then successively and automatically become Past Chair for two years. The Secretary-Elect shall be elected triennially, and shall hold office for a term of one year, and then successively and automatically become Secretary for three years. The Program Officer-Elect shall be elected to serve for one year and shall then successively and automatically become Program Officer for two years. Except for the Chair, all officers are eligible for immediate re-election. The Chair may be re-elected after a two-year interval. The Graduate Student/Postdoctoral Affairs Officer shall be~~

elected by the Graduate Student and Postdoctoral members of the division, and serve for two years. Candidates must be Graduate Student or Postdoctoral members of the division at the time of election, and may not be re-elected. The Chair may be re-elected to serve another term following the two-year term as Past Chair; the Secretary and Program Officer may be re-elected to successive terms.

Section 2. Elections

Election of officers shall be by mail or appropriately secure electronic ballot of the Division. The names of candidates for offices shall be published by the Division at least ~~sixtythirty (60) days~~ (30) days in advance of the due date of the ~~mail~~ ballot. All officers shall assume the duties of their office ~~following at adjournment of~~ the next annual ~~Division Society~~ business meeting. In the case when the Chair in unexpectedly vacated without a Chair-elect in place, the Past Chair, and if unavailable the Secretary, shall assume the office of Chair. In the case when the offices of Secretary or Program Officer are unexpectedly vacated without an officer-elect in place, the current Nominating Committee will recommend to the Chair an interim officer to be appointed to serve the remainder of the term.

Section 3. Nominating Committee

~~The Division Nominating Committee is chaired by an appointee of the Chair; two additional members are named by the Chair of the Division. The Division Nominating Committee consists of three members named by the Chair and is chaired by an appointee of the Chair.~~ All members of the Nominating Committee must be members in good standing of the Society for Integrative and Comparative Biology.

Section 4. Nominations

Nominations for election to office shall be prepared by the Nominating Committee of the Division. At least two candidates for each position ~~must~~ will normally be named. Each candidate must be a member in good standing of the Society for Integrative and Comparative Biology.

Section 5. Nominations by Petition

Candidates for elected offices may be nominated by petition of at least ten (10) Division members in good standing. Candidates nominated by petition must be members in good standing of the Society for Integrative and Comparative Biology ~~in good standing~~.

Section 6. Executive Committee

In intervals between meetings, the management of the Division shall be vested in an Executive Committee consisting of the ~~elected~~ officers of the Division.

Section 7. Newsletter

A minimum of two Division of Systematic and Evolutionary Biology Newsletters shall be distributed each year to inform the members of Division activities.

Section 8. Committees

Special committees may be authorized by the Executive Committee and shall be appointed by the Chair for one year. The Executive Committee shall review the need for each committee annually.

Section 9. Finances

The necessary expenses of the Division shall be paid from the treasury of the Society for Integrative and Comparative Biology but in no year shall the total expenses of the Division exceed the amount specified by the SICB. No officer or member of the Division shall have the authority to incur any expenses in the name of the Society except as above specified.

Article IV. Duties of the Officers

Section 1. Chair

The Chair shall preside at the business meeting of the Division, shall be responsible for the program and meetings of the Division and shall promote in every practical way the interests of the Division. The Chair shall represent the Division on the Executive Committee of the Society for Integrative and Comparative Biology.

Section 2. Past Chair

The Past Chair shall assist the Chair and other members of the divisional Executive Committee in handling divisional affairs. Should the Chair have reason to resign, or for other reason be unable to continue, without a Chair-Elect in place, the Past Chair shall be prepared to assume the office of Chair for the remainder of the term.

Section ~~3~~2. Chair-Elect

The Chair-Elect shall attend meetings at which the Chair officially represents the Division whenever possible, in order to prepare for his/her term of office. Should the Chair have reason to resign, or for other reason be unable to continue, the Chair-Elect shall be prepared to assume the office of Chair.

Section 3. Secretary

The Secretary shall keep the records of the Division, prepare the Division Newsletters and shall perform other duties as may be assigned by the Chair. ~~The Secretary shall assume the duties of the Chair whenever that person is absent or unable to act. The Secretary shall substitute for the Chair in the event that the Chair, Chair-elect, and Past Chair are unable to act.~~

Section 4. Secretary-Elect

The Secretary-Elect shall assume the duties of the Secretary whenever that person is unable to act.

Section ~~5~~4. Program Officer

The Program Officer shall arrange programs for meetings of the Division and shall coordinate special programs with the Program Officer of the Society for Integrative and Comparative Biology. The Program Officer will represent the division in meetings with the

~~Program Officer of the society, as outlined in the relevant sections of the society by-laws. The Program Officer shall substitute for the Chair in the event that both the Chair and Secretary are unable to act.~~

Section 6. Program Officer-Elect

~~The Program Officer-Elect shall assume the duties of the Program Officer whenever that person is unable to act.~~

Section 7. Graduate Student/Postdoctoral Affairs Officer

~~The Graduate Student/Postdoctoral Affairs Officer shall represent Graduate Student and Postdoctoral members of the division on the divisional Executive Committee, and on behalf of the division society-wide.~~

Article V. Meetings of the Division

Section 1. Business Meeting

A business meeting of the Division of Systematic and Evolutionary Biology shall be held at least once a year in conjunction with the annual meeting of the Society for Integrative and Comparative Biology.

Section 2. Special Meetings

Division meetings may be held at other times and places on call of the Chair or when requested in writing by petition by ten (10) members of the Division. Notice shall be sent to each member of the Division ~~sixty-thirty~~ (360) days in advance of any meeting.

Article VI. Quorum

Section 1.

Ten members shall constitute a quorum of the Division for a Business Meeting; and two a quorum for a meeting of the Executive Committee.

Article VII. Best Student Paper Awards

Section 1. Awards

~~At each annual meeting of the Division of Systematic and Evolutionary Biology, two awards, each consisting of an appropriate monetary award sum of \$100 and a certificate, may be given made for student research in systematic biology. One award may be made to the best student making the best oral presentation during the oral contributed paper, and one to the best student or poster presentationsessions.~~

Section 2-. Participation

~~The rules governing participation in the Best Student Paper Award Competition shall be determined by the Division Executive Committee. Undergraduate and graduate students, and graduates within one year of receiving their degree, who are members in good standing of the Society for Integrative and Comparative Biology and who have not~~

previously won an award in the same presentation format (oral or poster) from an SICB division are eligible. The work should be original and principally the work of the student presenter. Students may apply to compete for the awards when submitting the abstract of their work for the Annual Meeting. A prize can be awarded only once to any student.

Section 3. Selection Committee

~~The rules governing the competition shall specify that a~~ selection committee shall be appointed each year by the Program Officer, consisting of at least three members of the Division of Systematic and Evolutionary Biology. The selection committee will reserve the right to decline to make an award at any given meeting, based on the quality of presentations.

Article VIII. Amendments to the Bylaws

Section 1.

Proposed amendments to the Divisional Bylaws may be originated by the Executive Committee or by the members of the Division. Divisional Bylaws may be amended by at least two-thirds vote of the members of the Division present at any annual meeting of the Division or by at least two-thirds of members responding to a mail ~~ballot~~or electronic ballot. Proposed changes in the Bylaws must be mailed to the membership or posted on the Society's Web Page by the Secretary at least thirty (30) days prior to any vote being taken.

Proposed amendments receiving at least two-thirds votes in the affirmative become effective 15 days after the ballots are counted. The Secretary will notify the Executive Committee and post the results on the Society's Web Page as well as in the appropriate fall or spring Newsletter

Article IX. Cooperation

Section 1.

The Division of Systematic and Evolutionary Biology shall make every effort to coordinate its programs and activities with those of the Society of Systematic Biologists and other organizations presenting material of interest to systematic zoologists, whenever such coordination and cooperation is in the best interests of the field of systematic biology.