**American Society of Ichthyologists and Herpetologists**

**Constitution and Bylaws**

**Revised 19 Jul 2021; Approved by EXEC (21 Jul 2021), BOFG (12 Nov 2021) & Membership (23 Dec 2021)**

**CONSTITUTION**

**Article I: Name**

 The name of this Society shall be the American Society of Ichthyologists and Herpetologists (hereafter, the Society). The Society is incorporated in the District of Columbia (22 November 1949).

**Article II: Mission**

 **Section 1.** The mission of this Society shall be to advance the scientific study of fishes, amphibians, and reptiles.

 **Section 2.** The Society shall be operated as a nonprofit corporation.

**Article III: Membership**

 **Section 1.** Membership shall be open to persons interested in the mission of the Society.

 **Section 2.** The membership of the Society shall consist of the following classes:

 **a.** Active members who pay annual dues in the following categories: Student, Post-Doc/Temporary, Regular, Associate, Sustaining, and Retired. In addition, a seventh category, Life Members, pay 25 times the regular annual dues rate for either print and ejournal or ejournal only in one lump sum or four (4) equal consecutive annual payments.

 **b.** Honorary Foreign Members shall be elected by the Board of Governors from among the Ichthyologists and Herpetologists, located outside of Canada, Mexico, and the United States, who have attained distinction as investigators. The Honorary Foreign Members shall be equally divided between Ichthyologists and Herpetologists.

 **Section 3.** All officers, governors, and committee members must be current Society members during the term of their service.

**Article IV: Officers**

 **Section 1.** The officers of the Society shall be: a President, who shall assume the duties of this office for a one-year term immediately following a term as President-Elect. A President-Elect, who shall serve a one-year term; the office shall alternate annually between an Ichthyologist and Herpetologist; the President-Elect shall be ineligible for another term until two years have elapsed from the end of a term as President. A Treasurer, a Secretary, and an Editor shall be elected annually.

 **Section 2.** The officers shall be elected online, within sixty (60) days after the Business and Awards Annual Meeting by active members of the Society. The slate of nominees shall be furnished by the Nominating Committee to the Board of Governors at the annual meeting. The Board of Governors shall approve the slate. Additional nominations may be presented from the floor of the Board of Governors and the Business and Awards Annual meetings. All nominations shall be accompanied by a brief statement of qualifications and a written statement of willingness to serve from the nominee. The term of office shall commence on 1 January following the annual meeting at which the officers were elected. In the event of a tie in election for any office, the Executive Committee shall determine the winner.

 **Section 3.** The officers named in Section 1 shall discharge the duties usually assigned to their respective offices (see Bylaws) and shall be members in good-standing during their terms of office.

 **Section 4.** In the event of death or incapacitation of the President during the term of office, the President-Elect shall become President. If the position of President-Elect becomes vacant, the person who received the second highest number of votes in the election shall become President-Elect. If necessary, the Executive Committee shall make the determination that a President or President-Elect is incapacitated to the extent that required duties of the office are not likely to be performed.

 **Section 5.** A vacancy in either the office of Editor, Secretary, or Treasurer occurring in the interval between annual meetings of the Society may be filled, until the next election, by Presidential appointment.

 **Section 6. Executive Committee**

 **a.** The Executive Committee shall consist of the President, President-Elect, Past-President, Prior Past-President, Secretary, Treasurer, Editor, Co-Chairs of the Long Range Planning and Policy Committee, Co-Chairs of the Endowment and Finance Committee, Chair of the Student Participation Committee, and the one of the Chairs of Diversity, Equity, Inclusion, and Belonging Committee. The Co-Chairs from Long Range Planning and Policy and Endowment and Finance Committee shall each have one-half vote on issues brought to the Executive Committee.

 **b.** Each ASIH President shall serve a total of four (4) years on the Executive Committee, as President-Elect, President, Past-President, and Prior Past-President, in that sequence.

 **c.** All members of the Executive Committee shall agree in writing to abide by the Conflict of Interest policy each year.

 **Section 7. Society Business**

 **a.** Between the annual meetings the business of the Society shall be conducted by the officers, acting within their individual responsibilities, and the Executive Committee, and the Board of Governors if they are called upon to vote on society business.

 **b.** When timing is of the essence, and electronic voting is required, the Society may request that Society members vote within seven (7) days.

**Article V: Board of Governors**

 **Section 1.** At the time of their annual meeting, the business of the Society shall be conducted by the Board of Governors. The Board shall include not more than eighty (80) elective members, each elected from among all Society members for a term of five (5) years. Elected members of the Board shall not be eligible for reelection until the annual meeting following the expiration of their terms. The incumbent officers of the Society shall be members of the Board. Presidents (including years as President-Elect, Past-President, and Prior Past-President) shall serve as a member of the Board for an additional five (5) years after being Prior Past-President. Elected Associate Editors shall be members of the Board of Governors during their editorship. All meetings of the Board of Governors shall be open to all members of the Society.

 **Section 2.** Sixteen (16) vacancies, including four (4) specifically from the Post-Doc/Temporary and Student membership categories, in the elective membership of the Board of Governors shall be filled annually through online election. The election shall follow the Business and Awards Annual Meeting within sixty (60) days and shall include nominations provided by the Nominating Committee and/or from the floor of the Board of Governors or Business and Awards Annual Meetings. All nominations shall be accompanied by a brief statement of qualifications and a written statement of willingness to serve from the nominee. Eight (8), as appropriate, of the elected Governors shall be Herpetologists and eight (8), as appropriate, shall be Ichthyologists. Each member shall vote for a maximum of eight (8) candidates in the online election. The term of office shall commence on 1 January following the election after the annual meeting at which the Governor was nominated. An additional vacancy shall occur if the President-Elect is a member of a class. If a governor is elected as an officer, that person shall remain on the Board of Governors until their term is complete.

 **Section 3.** The Board shall conduct business during the period between annual meetings only upon call by the Executive Committee.

 **Section 4.** All members of the Board shall be members of the Society and shall agree in writing to abide by the Conflict of Interest Policy each year.

**Article VI: Meeting of the Society**

 **Section 1.** This Society shall hold an annual meeting. The Business and Awards Annual Meeting shall be open to all classes of members for the purposes of hearing a report on the transactions of the Executive Committee, the Board of Governors, and of acting upon such business as may properly be considered by the membership at large.

 **Section 2.** The Meetings Management and Planning Committee, in conjunction with hired conference planners if applicable, shall evaluate annual meeting site proposals recommended by meeting organizer and shall report its recommendation(s) to the Board of Governors.

 **Section 3.** The place of the annual meeting of the Society shall be determined by the Board of Governors. Notice of the meeting shall be communicated to all members of the Society at least three (3) months before the date set for the meeting.

**Article VII: Quorum**

 **Section 1.** At the Annual Meeting, one hundred (100) members shall constitute a quorum of the Society and thirty (30) a quorum of the Board of Governors.

 **Section 2.** If the Board of Governors votes electronically between annual meetings, thirty (30) votes shall constitute a quorum of the Board.

 **Section 3.** One hundred (100) members shall constitute a quorum of the Society for online voting.

**Article VIII: Changes to the Constitution and Bylaws**

 **Section 1. Standard Process**

 **a.** Amendments to this Constitution and Bylaws may be proposed: (a) by majority vote of the Executive Committee, or (b) by written and signed petition from at least twenty-five (25) members in good standing of ASIH.

 **b.** Proposed amendments must be circulated to all members at least three (3) months prior to the scheduled Business and Awards Annual Meeting of the Society.

 **c.** Proposed amendments of this Constitution and Bylaws may be adopted at any meeting of the Society if approved by two-thirds of the members of the Board of Governors voting and two-thirds of the members voting at the Business and Awards Annual Meeting.

 **Section 2. Urgent Process**

 **a**. Amendments to this Constitution and Bylaws that are urgent or when timing is of the essence may be proposed by majority vote (with electronic voting) of the Executive Committee.

 **b.** Proposed amendments for electronic voting must be circulated to all members at least seven (7) days prior to a vote.

 **c.** Proposed amendments to this Constitution and Bylaws may be adopted electronically if approved by a two-thirds of the members of the Board of Governors voting and two-thirds of the members voting.

 **Section 3.** Dissolution of the Society shall require two-thirds assent from members of the Board of Governors voting and ratification by ballot of two-thirds of the membership voting in response.

 **Section 4.** In case of the dissolution of the Society, its assets shall be transferred to a successor non-profit society organized for educational, professional, or scientific purposes, or if no successor society is designated by the members of this Society, then the assets shall be transferred to some other non-profit organization of like character as determined by a vote of the membership of the Society.

**BYLAWS**

**Article I: Dues**

 **Section 1.** Annual dues shall be payable 1 January, in advance.

 **Section 2.** A service charge to recover actual costs may be billed to subscribers requiring special billing procedures.

 **Section 3.** The schedule of dues shall be estimated by the Treasurer, proposed by the Executive Committee, and approved by the Board of Governors to meet the financial needs of the Society.

**Article II: President**

 **Section 1.** The President shall preside at sessions of the Board of Governors and at the Business and Awards Annual Meeting.

 **Section 2.** The President shall also appoint the committees prescribed by the ASIH Policies and Procedures Manual, and such other representatives or committees as may prove necessary. The President and President-Elect shall be members of all committees.

 **Section 3.** The President shall be reimbursed out of Society funds for expenses incurred in attending the meeting of the Society that they preside over.

**Article III: Secretary**

 **Section 1.** The Secretary shall keep the records of the Society and report at the annual meeting.

 **Section 2.** The Secretary shall be responsible for sending out notices announcing the annual meeting and for arranging the agendas for the Executive Committee, Board of Governors, and Business and Awards Annual meetings held during the annual meeting. The Secretary shall ensure that financial documents are posted on the Society website.

 **Section 3.** The Secretary shall be reimbursed out of Society funds for expenses incurred in attending meetings of the Society.

 **Section 4.** The Secretary shall make such purchases and employ such assistance as is necessary to conduct the business of the Society. All such expenditures shall be reported to and are subject to review and ratification by the Board of Governors.

 **Section 5.** Unless other appointments are made by the President, the Secretary shall act as a delegate or representative of the Society at meetings of related societies covering matters of mutual interest.

 **Section 6.** Any copyright requests or copyright-related issues and the associated records keeping shall be handled by the Secretary in consultation with the Editor.

 **Section 7. Publications Storage**

 **a.** The Secretary shall be charged with the responsibility of ensuring safe storage, sale, and other disposal of back numbers of Society publications.

 **b.** The Secretary may employ such assistance including outside contractual assistance as may be necessary to discharge these functions.

 **c.** The Secretary shall report annually to the Board of Governors on the status and disposal of inventoried items.

**Article IV: Treasurer**

 **Section 1.** The Treasurer shall be in charge of the funds and securities of the Society.

 **Section 2.** The Treasurer shall arrange for an independent annual professional audit of the financial records of the Society, shall prepare the IRS form 990, and shall inform the Secretary of the auditor selection.

 **Section 3.** At the annual meetings of the Society the Treasurer shall present a statement of the funds and monies of the Society, the statement to cover the calendar year.

 **Section 4.** The Treasurer shall file form 990, Return of Organization Exempt from Income Tax, with the Internal Revenue Service annually.

 **Section 5.** The Treasurer shall be reimbursed out of Society funds for expenses incurred in attending meetings of the Society.

 **Section 6**. The Treasurer shall inform the Executive Committee of the financial outcome of the annual meeting once the accounting has been finalized.

**Article V: Editor**

 **Section 1.** The Editor shall serve as the Chief Executive Officer for the Society journals and publications and shall serve as the Chair of the Publications Policy Committee. The Editor shall bear the final responsibility and authority for all materials published in the Society journals and publications.

 **Section 2.** In the processing of manuscripts submitted for publication in the Society journals, the Editor shall allocate manuscript workload among the Associate Editors and shall receive their recommendations on manuscripts that have cleared the review process.

 **Section 3.** The Editor shall report through the Executive Committee to the Board of Governors and shall seek Executive Committee and Board of Governor approval for any substantive change in Society publishing product or practice, especially where new or unanticipated expenditures of Society funds are involved.

 **Section 4.** In situations that may arise between annual meetings, the Editor (upon consultation with and approval by the Executive Committee) may appoint a substitute (or coparticipant) for a given editorial office.

 **Section 5.** The Editor may employ such assistance as is necessary for the production of the Society journals and publications.

 **Section 6.** The Editor shall have their annual dues to the Society reimbursed by the Society and their expenses incurred in attending the Annual Meeting reimbursed by the Society.

**Article VI: Editorial Board**

A representative Editorial Board covering the disciplines published in the Society journals, shall be nominated annually by the Associate Editors for service in that disciplinary area, and appointed by the President in consultation with the Editor.

**Article VII: Meetings**

 **Section 1.** The Chair of the Local Committee shall be appointed by the President in consultation with the Chair of the Meetings Management and Planning Committee, if possible, at least six (6) months before the time of the meeting.

 **Section 2.** The Chair of the Local Committee shall work with the Chair of the Meetings Management and Planning Committee, as well as hired conference planners as necessary, to make all local arrangements including the arrangements for printing the program.

**Article VIII: Committees**

Committees of the Society are categorized as Standing Committees, Continuing Committees, Recurring Committees, and Special Purpose Committees. These Committees and their functions are described in the Policies and Procedures Manual.

**Article IX: Nominating Committee**

 **Section 1.** The Nominating Committee shall consist of five (5) members; three (3) in the discipline of the President-Elect to be elected, and two (2) in the alternate discipline. The Committee shall be comprised of five (5) members and serve meeting to meeting:

 **a.** One (1) of the two (2) members of the outgoing Nominating Committee who is in the discipline of the President-Elect to be elected. This person shall be elected and serve as Chair of the new Committee.

 **b.** The immediate Past-President of the Society. This position shall be filled automatically.

 **c.** One (1) person in the discipline of the President-Elect to be elected, chosen from at least two (2) persons nominated by the Board of Governors.

 **d.** Two (2) persons in the alternate discipline chosen from at least four (4) persons nominated.

 **Section 2.** If only one of the two persons from the outgoing Nominating Committee is available for election as Chair of the new Committee, this person shall receive the chairship automatically. If neither person from the outgoing Nominating Committee is available for election as Chair, the Past-President shall assume the chairship and the President shall nominate two (2) additional persons in the appropriate discipline. If the Board of Governors fails to nominate the number of persons listed above for positions 1(c) and 1(d), the President shall provide the balance of the nominations.

 **Section 3.** The online election of the Nominating Committee by the Society membership shall occur within sixty (60) days of the Business and Awards Annual Meeting of the Society. All nominees, including additional nominations from the floor at the Business and Awards Annual Meeting for positions 1(c) and 1(d), must provide a written agreement to serve on the Committee, which would include the possibility of a second year of service as Chair.

**Article X: Long Range Planning and Policy Committee**

 **Section 1.** The two (2) Co-Chairs of the Long Range Planning and Policy Committee shall be appointed by the President in consultation with the Executive Committee and others. The Co-Chairs shall serve for a period of three (3) years and may be reappointed. Six (6) other members shall be similarly appointed for a period of three (3) years and the expiration dates of their terms of service shall be staggered to provide continuity. Tenure of appointment shall be on a calendar-year basis.

 **Section 2.** The Committee shall identify desirable Society policies and activities and shall advise the Board of Governors and membership on the best way to conduct and support Society activities.

 **Section 3.** The Committee shall work with the Secretary to ensure that the Constitution and Bylaws are regularly updated to reflect changing Society needs and practices.

 **Section 4.** The Committee shall be responsible for the development and updating of the Policy and Procedures Manual to reflect changing Society needs and practices and periodically make suggestions for improvements and best responses to available technologies and opportunities.

 **Section 5.** The Committee shall maintain close liaison with the Endowment and Finance Committee. The Committee Co-Chairs shall serve as consulting (non-voting) members of the corresponding Committee and shall keep each Committee informed of mutually relevant activities.

**Article XI: Endowment and Finance Committee**

 **Section 1.** The two (2) Co-Chairs of Endowment and Finance Committee shall be appointed by the President in consultation with the Executive Committee and others. The Committee shall consist of six (6) members, including the Co-Chairs. To provide continuity, members of the Committee shall have staggered, terms of five (5) years. One member should be someone with experience in investing and money management. Tenure of appointment shall be on a calendar-year basis.

 **Section 2.** The Committee shall be in charge of fundraising for the endowment.

 **Section 3.** The Committee shall advise the Society on all matters pertaining to the General Endowment Fund and the Life Membership Fund.

 **Section 4.** The process for recurring financial expenditures shall be:

 **a.** Propose new expenditures to the Endowment and Finance Committee for consideration to ensure the funding mechanism and sustainability.

 **b.** The Endowment and Finance Committee shall propose new expenditures to the Executive Committee for review, consideration, and next steps.

 **Section 5.** The Committee shall maintain close liaison with the Treasurer and other members of the Executive Committee and shall advise officials of the Society in the management of all funds and moneys of the Society.

 **Section 6.** The Committee shall be responsible for investment of the endowment and all other Society funds. A recommendation for placement of funds with a professional money manager must be approved by the Board of Governors. The Committee shall advise the Board of Governors on managed funds and shall monitor the activities of outside professional money managers.

 **Section 7.** The Committee shall maintain close liaison with the Long Range Planning and Policy Committee. The Committee Co-Chairs shall serve as consulting (non-voting) members of the corresponding Committee and shall keep each Committee informed of mutually relevant activities.

**Article XII: Student Participation Committee**

 **Section 1.** The Chair and officers of this Committee shall be nominated and voted into office by the students who attend the Student Participation Committee meeting at the annual meeting. Primary positions include the Committee Chair, who serves on the Executive Committee, and Chair-Elect. The Committee shall also a provide representative to the Long Range Planning and Policy Committee.

 **Section 2.** The Committee Chair-Elect assumes the role of Chair at the end of the annual meeting. Service is for one (1) year, except the representative Long Range Planning and Policy Committee, who serve terms of two (2) years.

 **Section 3.** The charge of the Committee is to seek and promote student participation in the activities of the Society and at the annual meeting.

**Article XIII: Diversity, Equity, Inclusion, and Belonging Committee**

 **Section 1.** The two (2) Co-Chairs of the Diversity, Equity, Inclusion, and Belonging Committee shall be appointed by the current members of the Committee and approved by the current President of the Society. The Co-Chairs shall serve for a period of three (3) years and may be reappointed. No more than eight (8) other members shall be present on the Committee at all times, and will be appointed after the entire Committee reviews their application. Tenure of appointment shall be on a calendar-year basis.

 **Section 2.** One Co-Chair shall serve on the Executive Committee.

 **Section 3.** The charge of the Committee is to identify, assess, and address historical and current issues of exclusion and/or oppression in our fields for Black, Indigenous, and other people of color (BIPOC) in the Society as well as those from additional marginalized and/or underrepresented backgrounds (e.g., LGBT+ community, members with disabilities, etc). The Committee shall advise the Executive Committee, the Board of Governors, and membership on ways to conduct and support Society activities to address these challenges.

**Article XIV: Funds**

 **Section 1.** Society funds and income derived therefrom shall be used only for tax-exempt purposes.

 **Section 2.** Recipients of awards supported by Society funds shall be members of the Society.

 **Section 3.** Funds of the Society shall be as follows:

 **a.** The Frederick H. Stoye Fund shall be invested and used to offer awards for meritorious papers presented by student members at the annual meeting. The awards shall be known as the Frederick H. Stoye Awards. The basis for award decisions shall be determined by the Student Awards Committee. The Student Awards Committee shall be appointed by the President-Elect for service prior to the annual meeting.

 **b.** The Tracy Storer Fund shall be invested and used to offer awards to students judged to have prepared the best posters in Ichthyology and Herpetology at the annual meeting. The awards shall be known as the Tracy Storer Awards. The basis for award decisions shall be determined by the Student Awards Committee. The Student Awards Committee shall be appointed by the President-Elect for service prior to the annual meeting.

 **c.** The Robert H. Gibbs, Jr. Memorial Fund shall be invested and used to award a yearly prize based on an outstanding published body of work in Systematic Ichthyology by a citizen of a Western Hemisphere nation who has not been a previous recipient of the award. The basis for an award decision shall be determined by the Robert H. Gibbs, Jr., Memorial for Excellence in Systematic Ichthyology Award Committee. This Committee shall consist of three (3) Ichthyologists, each serving a term of three (3) years. The senior member of the Committee shall serve as its Chair. After three (3) years of service, the Chair is replaced by an individual elected by the Board of Governors from a slate of nominees submitted by the Nominating Committee or nominated from the floor. Each year, one (1) member is replaced by an individual elected by the Board of Governors from nominees submitted by the Nominating Committee or nominated from the floor.

 **d.** The Edward C. and Charlotte E. Raney Fund shall be invested and used to provide support for young Ichthyologists in such a way as to enhance their professional careers and their contributions to the science of Ichthyology. The basis for award decisions shall be determined by the Edward C. and Charlotte E. Raney Award Committee. A new member of this Committee shall be appointed by the President annually for a term of three (3) years of service. The senior member of the Committee shall serve as its Chair.

 **e.** The Helen T. and Frederick M. Gaige Fund shall be invested and used to provide support for young Herpetologists in such a way as to enhance their professional careers and their contributions to the science of Herpetology. The basis for award decisions shall be determined by the Helen T. and Frederick M. Gaige Award Committee. A new member of the Committee shall be appointed by the President annually for a term of three (3) years of service. The senior member of the Committee shall serve as its Chair.

 **f.** The Henry S. Fitch Fund shall be invested and used to support an annual award for Excellence in Herpetology. The basis for award decisions shall be determined by the Henry S. Fitch Award for Excellence in Herpetology Committee. The Henry S. Fitch Award Committee shall consist of three (3) Herpetologists each serving a term of three (3) years. The senior member of the Committee shall serve as its Chair. After three (3) years of service, the Chair is replaced by an individual elected by the Board of Governors from a slate of nominees submitted by the Nominating Committee or nominated from the floor.

 **g.** The Life Membership Fund shall consist of dues received from Life Members. The interest from this Fund shall be added to the principal. When this Fund exceeds by $1000 or more than the sum computed as adequate to pay costs of fulfilling Society obligations to Life Members, the excess shall be transferred to the General Endowment Fund. An amount equal to the annual dues of the new program Life Members shall be transferred to the Society’s general operating funds annually.

 **h.** The General Endowment Fund shall be an unrestricted fund to receive money from a variety of sources. Major and minor unrestricted donations to the Society shall be placed in the principal of this Fund. A percentage of the net asset value may be dispersed by the Board of Governors for specified activities of the Society based on recommendations of the Executive Committee.

 **Section 4.** All money, stocks, bonds, or other property offered to the Society for purposes other than application to the publication expenses or other operating expenses of the Society can be accepted only by a majority vote of the Board of Governors, except that the acceptance of any such funds donated for use by any duly constituted activity of the Society, including the General Endowment Fund, can be approved by the Executive Committee. Acceptance of such money, stocks, bonds, or other property by the Board of Governors shall be only with the establishment by the Board of procedures to implement its use. All proposed funds shall be accompanied by a proffered gift or proposed funding source.

 **Section 5.** The Society may formally recognize major donors to the General Endowment Fund. Four levels of major donors are: Supporter, $1000–2999; Sponsor, $3000–9999; Patron, $10,000–24,999; Benefactor, $25,000 or higher. No benefits shall be provided to donors.

**Article XV: Awards for Professionals**

 **Section 1.** Recipients of professional awards shall be members of the Society.

 **Section 2.** Professional awards recognizing career excellence or service to the Society in the fields of Ichthyology or Herpetology currently include:

 **a. Robert K. Johnson Award for Excellence in Service**

The basis for the annual Robert K. Johnson Award for Excellence in Service shall be determined by the Robert K. Johnson Award Committee. This Committee shall consist of three (3) members each serving a term of three (3) years. The award is given to an Ichthyologist in even years and to a Herpetologist in odd years. In even years, the Committee is made up of two (2) Ichthyologists and one (1) Herpetologist. In odd years, the Committee is made up of two (2) Herpetologists and one (1) Ichthyologist. The senior member of the Committee shall serve as its Chair. After three (3) years of service, the Chair is replaced by an individual elected by the Board of Governors from a slate of nominees submitted by the Nominating Committee or nominated from the floor.

 **b. Joseph S. Nelson Lifetime Award for Excellence in Ichthyology**

The basis for the annual Joseph S. Nelson Lifetime Achievement Award for Excellence in Ichthyology shall be determined by the Joseph S. Nelson Award Committee. This Committee shall consist of three (3) Ichthyologists each serving a term of three (3) years. Each year, the senior member of the Committee shall serve as its Chair. After three (3) years of service, the Chair is replaced by an individual elected by the Board of Governors from a slate of nominees submitted by the Nominating Committee or nominated from the floor.

 **c. *Spiritus* Award for Lifetime Achievement Award in Support of Collections**

The basis for the annual *Spiritus* Award shall be determined by the *Spiritus* Award Committee. This Committee shall consist of three (3) members each serving a term of three (3) years. The award shall be given to an Ichthyologist in even years and to a Herpetologist in odd years. In even years, the Committee is made up of two (2) Ichthyologists and one (1) Herpetologist. In odd years, the Committee is made up of two (2) Herpetologists and one (1) Ichthyologist. Each year, the senior member of the Committee shall serve as its Chair. After three (3) years of service, the Chair is replaced by an individual elected by the Board of Governors from a slate of nominees submitted by the Nominating Committee or nominated from the floor.

 **d. Margaret M. Stewart Achievement Award for Excellence in Ichthyology or Herpetology**

The basis for the annual Stewart Award shall be determined by the Stewart Award Committee, although the recipient must be a member with 15 years or fewer in a permanent position (faculty or equivalent). This Committee shall consist of three (3) members each serving a term of three (3) years. The award shall be given to an Ichthyologist in odd years and to a Herpetologist in even years. In even years two (2) members of the Committee shall be Herpetologists, and in odd years two (2) members of the Committee shall be Ichthyologists. A new member of this Committee shall be appointed by the President annually for a term of three (3) years of service. The senior member of the Committee shall serve as its Chair.

**Article XVI: Student Travel Awards with Variable Funding**

Awards to support student participation in the annual meeting include:

 **Section 1. Clark Hubbs Student Travel Awards**

The Clark Hubbs Student Travel Awards help defray travel expenses for participation in the annual meeting. These awards shall be funded by the Book Raffle, which is held at the annual meeting and managed by the Student Participation Committee. A student member may apply for an award in only one (1) category (Ichthyology or Herpetology) and recipients shall be selected by random draw. The number and amount of the awards shall be determined by the funds available and provided as a reimbursement following their service commitment at the annual meeting.

 **Section 2. Robert C. Cashner Student Awards**

 **a.** The Robert C. Cashner Student Awards provide support to students from historically and currently underrepresented groups in the sciences. The Diversity, Equity, Inclusion, and Belonging Committee accepts applications for these awards. Recipients shall be selected by random draw among those deemed eligible. The number and amount of the awards shall be determined by the funds available and provided as a reimbursement.

 **b.** Awardees will receive tailored professional development training, mentorship, and networking opportunities, as well as one year of membership in the Society. They shall also receive an award to help defray expenses associated with participation in the annual meeting.

**Article XVII: Honorary Foreign Members**

The number of Honorary Foreign Members shall not exceed thirty (30).

**Article XVIII: Print and Digital Archives of the Society Journals**

The official printed and bound set of Society journals shall be maintained in the office of the Secretary. The digital archive of past, current, and future print-publication-quality digital and supplemental files for everything published in Society journals shall be maintained by the office of the Editor. The Editor’s responsibility shall include updating of core and supplemental files annually as file formats change over time to ensure the integrity of the Society’s scientific products. The Editor shall ensure the long-term sustainability and viability of the Society’s journal materials by minimally following the “Backup Rule of Three” for all materials in their care, and the Society will reimburse the Editor or staff for all one-time and recurring costs associated with on and off-site backup of electronic journal materials.

**Article XIX: Committees**

The President shall fill all necessary appointments for standing committees and appoint ad-hoc committees and committee chairs as deemed necessary. Alternatively, committees may be established by the presiding officer at the annual meeting, unless the composition and function of the committee is otherwise set forth in the Constitution and Bylaws, or in motions passed by the Board of Governors, or by the membership at large at the annual meeting. Unless specified otherwise, committees shall serve for a calendar year and shall normally be appointed by the President during or following the previous annual meeting.

**Article XX: Procedures**

The procedures and policies used to govern the Society are detailed in the Policies and Procedures Manual posted on the ASIH website. Procedures and other items, not specified in that Manual, the Constitution, or Bylaws of this Society, or by action at the annual meeting shall be in accordance with Robert’s Rules of Order.