

ASA Bylaws

Section 2: Executive Council and Officers

- a. In addition to *ex officio* members, the Executive Council shall consist of five voting members, one of whom shall be elected each year by the Fellows and Full Members for a term of five years. Each year one member shall retire from the Executive Council and one member shall be elected.
- b. Only Fellows shall be eligible for election to the Executive Council.
- c. At the Winter Executive Council meeting (see 4.b), the President shall appoint a Nominating Committee, to be chaired by the Vice President and to include at least two additional Fellows, who shall nominate one or more Fellows to fill the vacancy or vacancies. The nominating committee shall deliver its report to the President at least thirty (30) days prior to the Annual Meeting. Other suggestions for nominations received after that date, or presented at the Annual Business Meeting, will be tabled for consideration for the following year's election.
- d. If a member of the Executive Council resigns or dies before the end of his/her term of office, the vacancy shall be filled as in Section 2.c above.
- e. The officers of the ASA shall be elected by the Executive Council from its own ranks at the Winter meeting and shall consist of a President, a Vice President, and a Secretary-Treasurer. The term of office shall be for one year and shall begin on April 1 following the Winter meeting at which each was elected.
- f. Three voting members of the Executive Council shall constitute a quorum.
- g. Duties of the Officers
 - (1) The President shall be the presiding officer at all meetings of the Executive Council and at all business meetings of the ASA. S/He shall appoint committees as required. S/He shall be an *ex officio* member of every committee.
 - (2) The Vice President shall assume the duties of the President in case of absence or incapacity on the part of the President. S/He shall chair the Nominating Committee, and shall perform any duties assigned by the President or the Executive Council.
 - (3) The Secretary-Treasurer shall be responsible for keeping the minutes and proceedings of all meetings of the Executive Council and of the ASA. S/He shall ensure that a report is submitted to the membership at the annual meeting covering the activities and finances of the ASA during the past year. S/He is also responsible for keeping the record of any amendments to the Constitution or Bylaws during the year, and shall ensure that a complete history of any amendments adopted by the ASA is kept in the Home Office of the ASA.
- h. An audit of the books shall be made each year by a competent auditor appointed by the Executive Council, and the auditor's report shall be submitted to the members of the ASA. The fiscal year shall begin on April 1 and end on March 31.