



AQUATIC ANIMAL LIFE SUPPORT OPERATORS BY LAWS

MISSION STATEMENT

AALSO encourages advancement of the science and technology of life support for care of aquatic systems and animals. AALSO provides a forum for life support operators, professionals and industry leaders to exchange information, ideas and experience to enhance stewardship of the animals in our care.

ARTICLE I – MEMBERSHIP

Section A: Membership is open to active participants in the maintenance and preservation of zoological specimens who subscribe to the organization’s standards and by-laws.

Section B: Membership shall be divided into three classifications; Operator, Associate and Industry Membership. Operator Membership shall possess voting rights and will be limited to those individuals actively performing the duties of Life Support Operators or directly involved in the management of life support systems.

Associate Membership shall be open to anyone not actively performing the duties of Life Support Operators or involved in the care and preservation of zoological specimens

Industry Membership shall be open to anyone contributing technologies and environmental advancements beneficial to aquatic life support.

All other privileges will remain the same for all members in good standing.

1. A member in good standing shall be defined as having all dues currently paid.



2. Application for membership shall be made on the appropriate forms with position and title verifications as necessary.
3. Suspension of privileges or expulsion from the organization may result if membership dues become delinquent beyond sixty days or if the member's conduct and actions are deemed to be detrimental to the organization by the AALSO Board.

ARTICLE II – DUES

Section A: The AALSO Board shall determine annual dues based on the organization's financial needs. These dues shall be paid annually and must be paid prior to the symposium in order to attend.

ARTICLE III – MEETINGS

Section A: Regular business meetings of this organization will be held at least annually at a location determined by the AALSO Board.

Section B: Symposiums to support the mission statement shall be held at least annually in conjunction with the annual business meeting.

Section C: Regular AALSO Board Meetings will be held at least twice annually at a location determined by the officers and directors.

Section D: Require at every meeting of the Board that the status of all legal requirements of the organization be part of the agenda. These legal requirements include tax preparation and filing status as well as annual report filing with the state.



ARTICLE IV – OFFICERS AND DIRECTORS

Section A: The business of the AALSO shall be managed by a Board consisting of four elected officers, three elected director and the Immediate Past President. In addition, an Industry Advisory Board consisting of active industry members shall be created to help facilitate the business of AALSO. The Industry Advisory Board will consist of three board positions each with a term limit of 1 year. These positions will be responsible for advising and assisting with all industry vendor related matters.

Section B: The four officers shall consist of a President, Vice President, Secretary and Treasurer; the remainder of the Board shall consist of three Directors. The Immediate Past President functions in an advisory capacity only and does not hold a Board vote.

Section C: The Officers and Directors shall be elected by ballot and serve a one-year term or until their successors take office. In the event that the President is re-elected, the Immediate Past President will be vacant. No two members of the same facility can be allowed to serve concurrently as an Officer or Director. Should two or more members from the same facility be nominated for an Officer or Director position, the membership attending the annual business meeting will vote on which member from that facility will be the facility nominee. Should an Officer or Director accept a position with a facility that already has a member in an Officer or Director position, that person will be allowed to finish out his/her term.

Section D: Any vacancy on the Board shall be filled by appointment of the remaining Board and serve until the end of that term. The current AALSO President shall cast the deciding vote in the event of a deadlock.

Section E: All disbursement of AALSO funds shall be approved by two Board members



with at least one being the President or Treasurer. AALSO finances shall be subject to audits at the discretion of the Board or membership.

Section F: All elected Officers, Directors and Industry Advisory Board members must be active members in good standing. Associate members are not eligible to vote or hold office.

Section G: An Officer or Director may be elected for three consecutive years in the same position at which time he or she must take a twelve-month absence from that position.

Section H: The fiscal year of AALSO will begin the first day in July and end the last day of June of each calendar year.

Section I: Any ex officio member of the AALSO Board shall be entitled to an active membership in perpetuity.

ARTICLE V – QUALIFICATIONS OF OFFICERS AND DIRECTORS

Section A: In order to qualify for nomination to an officer position, a member must have previously served in one of the three Director positions on the Board.

Section B: In order to qualify for nomination to a Director position, a member must have previously served as either an officer or on a committee.

ARTICLE VI – DUTIES OF OFFICERS AND DIRECTORS

Section A: The Immediate Past President shall be responsible for mentoring the incoming President as well as advising on, and updating the long range plan of AALSO.

Section B: The President shall preside over all AALSO business and functions of the organization.

Section C: The Vice President shall, in the absence of the President, assume all



presidential duties. The Vice President is also responsible for all AALSO communication media and will assist with organization of the annual symposium.

Section D: The Secretary shall keep the minutes for all business and Board of Director Meetings and is responsible for all paperwork and filings pertinent to AALSO's business. The Secretary shall be responsible for making appropriate AALSO business notifications.

Section E: The Treasurer shall manage the financial affairs of AALSO in a responsible manner and assure continuance of AALSO's "Not for Profit" status. The Treasurer shall anticipate financial needs and insure that the AALSO Board has a full understanding of the organization's financial status at all times.

Section F: The duties of the three Operator Directors shall be to represent the membership and the good of the organization at all Board meetings. Each of the three Board members will be assigned one of the following responsibilities:

1. Parliamentarian / By-Laws Administrator: This Director shall be responsible for administrating, maintaining and updating the AALSO By-Laws as appropriate or deemed necessary by the AALSO Board and in accordance with Robert's Rules of Order. This Director will also conduct the annual elections and will assist with the symposium organization.
2. Annual Meeting and Symposium Coordinator: This Director shall be responsible for organizing AALSO's Annual Meeting and Symposium. This individual shall coordinate the symposium speakers and agenda.
3. Membership Administrator: This Director shall be responsible for managing AALSO's Certification Program and all membership directories, organize registration and be responsible for social media and website. This individual will also process all membership applications and coordinate with the Treasurer to procure the necessary dues.

ARTICLE VII - ELECTIONS



Section A: The Board of Directors shall produce a list of candidates for all officers including Directors. The membership shall be notified of the AALSO Board's recommendations prior to the Annual Meeting and Symposium.

Section B: Nominations from the floor will also be taken at the annual meeting prior to balloting.

Section C: Only an "Operator Member" in good standing will be allowed to make nominations and cast votes for election.

ARTICLE VIII – COMMITTEES

Section A: There will be committees appointed by the President from time to time as may be necessary or deemed desirable by the AALSO Board or the President.

ARTICLE IX – PARLIAMENTARY AUTHORITY

Section A: The rules contained in the current edition of Robert's Rules of Order will govern the organization in all cases except where such rules may conflict with the AALSO By-Laws or any rules of order that may be adopted by AALSO.

ARTICLE X– INCORPORATION

Section A: Articles of incorporation and By-Laws are on file with the Secretary of State, State of Florida. Any changes to these documents shall be made available to the membership via email and posted on the organization's website. After solicitation and review of member comments, the AALSO Board shall decide upon any changes and request a vote on said changes from the membership. This vote shall be completed by a physical show of hands at the annual meeting or via electronic survey throughout the year.

Section B: Incorporation documents must be filed with the office of the Secretary of State (State of Florida) annually. These documents must reflect the current officers and



registered agent. The registered agent must be a resident of the State of Florida, and shall be appointed by the AALSO Board.

Last edited by DE 9/20/16