

Southern Association of Marine Laboratories (SAML)

Established 1985

HANDBOOK

Officers

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Bylaws

**Website through:
<http://www.naml.org>**

Southern Association of Marine Laboratories

The Southern Association of Marine Laboratories (SAML) was formed in 1985 for the purpose of uniting marine labs across the Southeast. Today, there are more than 60 members ranging geographically from coastal Maryland through Texas, Antarctica, Bermuda, Panama, and Puerto Rico. SAML is a regional organization within the National Association of Marine Laboratories (NAML), along with two other regions, the Northeastern Association of Marine and Great Lakes Laboratories (NEAMGLL) and the Western Association of Marine Laboratories (WAML). NAML currently has more than 100 total members. SAML meetings are held annually each spring. In addition, a biennial NAML meeting is held in the fall of odd numbered years, and a NAML Board of Directors meeting is held in Washington, D.C. each February.

Objectives

- To promote cooperation and effectiveness of member institutions in their work on marine and coastal resources
- To promote the wise use and conservation of marine and coastal resources
- To promote the importance of marine research and education to the economy and to society
- To promote research initiatives related to marine and estuarine resources
- To provide a forum for resolving problems common to marine laboratories in the region.

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History (1985-2000)

The first organizational meeting for the Southern Association of Marine Laboratories (SAML) was held 5-6 December 1985 at the Gulf Coast Research Laboratory, Ocean Springs, Mississippi, and hosted by Director Dr. Harold Howse. The meeting included 14 scientists from 11 marine labs and was chaired by Dr. Paul Sandifer. Positive discussions about the need and purpose for such an organization led to the development of *Articles of Organization* and *Bylaws* during Spring 1986 and the first official SAML meeting at the Gulf Coast Research Lab in May 1986. Harold Howse was chosen by the nominating committee as the sole nominee for President of the group. There were 20 regular and two associate members present at this inaugural meeting.

SAML meetings occurred two times per year between 1986 and 1998, then dropped to once per year in 1999 to present. Meetings are held at member laboratories, generally alternating between the Atlantic and Gulf coasts, so members get to see as many different labs as possible (Table 1). Typically, meetings include arrival on a Friday evening, an all day Saturday meeting dealing with “internal” and “external” issues of operating a marine laboratory, ending with a tour of the local facilities, then continuing and closing by noon on Sunday. Internal issues include ideas and discussions to help member directors better deal with the day-to-day operations of a marine lab, and external issues deal with broader, current state and national topics on marine research and education. To date meetings have been held at 25 different laboratories.

Membership has grown from 20 laboratories in the spring of 1986 to 56 laboratories in the spring of 2000 (Table 2). Categorically, there are 34 academic labs (32 state, 2 private), 12 federal, 6 state, and 4 private labs. Florida has the most labs with sixteen, followed by Texas (8), Maryland (6), and North Carolina (5).

Presidents of SAML served a one-year term from 1986-1997, then two-year terms thenceforth. There have been 14 Presidents of SAML (Table 2).

Significant accomplishments of SAML since its inception include:

- Promotion of strong interaction among member laboratories
- Inspiration for the formation of NAML, WAML, and NEAMGLL
- Initiatives in minority education in marine sciences
- Initiation of LABNET
- Contribution to NAML initiatives, e.g. congressional staffers forum
- 15 years of consistent and effective meetings for members

Table 1. – History of meeting locations of SAML between 1985-2000, including dates and local hosts.

Location of SAML Meetings	Dates	Local Host
Gulf Coast Research Lab Ocean Springs, MS	5-6 Dec. 1985	Harold Howse
Gulf Coast Research Lab Ocean Springs, MS	2 May 1986	Harold Howse
South Carolina Wildlife & Marine Resources Dept. Charleston, SC	Oct. 1986	Paul Sandifer
Mote Marine Laboratory Sarasota, FL	May 1987	Kumar Mahadevan
Dept. of Marine Science, U of Puerto Rico, Mayaguez, PR	Oct. 1987	John Kubaryk
Institute of Marine Science, U of Georgia, Sapelo Island, GA	April 1988	Jim Alberts
Marine Science Institute, U of Texas, Port Aransas, TX	11 Oct. 1988	Bob Jones
Belle W. Baruch Institute Georgetown, SC	18-20 April 1989	John Vernberg
Louisiana Universities Marine Consortium, Chauvin, LA	31 Oct.-2 Nov. 1989	Paul Sammarco
Bermuda Biological Station for Research, Bermuda	7-9 May 1990	Tony Knap
Senate Hart Office Bldg. Washington, D.C.	18-20 Sept. 1990	Kumar Mahadevan

Table 1 continued

Location of SAML Meetings	Dates	Local Host
Chesapeake Biological Lab Solomons, MD	9-11 Oct. 1991	Ken Tenore
Dauphin Island Sea Lab Dauphin Island, AL	31-Mar.-2 April 1992	Judy Stout
Harbor Branch Oceanographic Inst., Fort Pierce, FL	30 Sept.-2 Oct. 1992	Rick Herman
UT-Marine Biomedical Inst. and TAMUG, Galveston, TX	2-3 April 1993	Roger Hanlon & David Schmidly
(in conjunction with NAML) Hatfield Marine Science Center Oregon State University Newport, OR	29-31 Oct. 1993	John Vernberg
Whitney Laboratory, Univ. of Florida St., Augustine, FL	5-7 May 1994	Michael Greenberg
Gulf Breeze Environ. Research Lab Pensacola, FL	15-16 Oct. 1994	Bob Menzer
Belle W. Baruch Institute Georgetown, SC	27-28 April 1995	John Vernberg
Mote Marine Laboratory Sarasota, FL	24-27 Oct. 1995	Kumar Mahadevan
Skidaway Institute of Oceanography Savannah, GA	8-10 March 1996	Herb Windom
Center for Coastal Studies – TAMUCC, Corpus Christi, TX	25-27 Oct. 1996	Wes Tunnell
Florida State University Tallahassee, FL	8-9 March 1997	Nancy Marcus
(in conjunction with NAML) Chesapeake Biological Lab Solomons, MD	11-14 Sept. 1997	Ken Tenore
Virginia Institute of Marine Science Williamsburg, VA	3-5 April 1998	John Milliman

Table 1 continued

Location of SAML Meetings	Dates	Local Host
Univ. of Southern Mississippi Inst. of Marine Sciences, Biloxi, MS	4-6 Dec. 1998	Jay Grimes
Horn Point Environmental Laboratory and Oxford Laboratories, Oxford, MD	9-11 April 1999	Steve Jordan
(in conjunction with NAML) Great Lakes Water Institute University of Wisconsin, Milwaukee, WI	23-26 Sept. 1999	Art Brooks
Florida Marine Research Institute St. Petersburg, FL	31 Mar.-2 April 2000	Ken Haddad

Table 2. – History of SAML presidents and membership, 1985-2000.

Year	SAML President, Membership Numbers, and Historical Comments
1985	First Meeting of Southern Association of Marine Labs was held at Gulf Coast
Dec 5/6	Research Lab (Harold Howse, Director). Paul Sandifer chaired meeting, which outlined official name, purpose, etc.
1986	Harold Howse, Gulf Coast Research Lab; 20 regular, 2 associate members
1987	Paul Sandifer, South Carolina Wildlife and Marine Resources Department; 24 regular, 2 associate members
1988	Jim Alberts, Institute of Marine Sciences, University of Georgia
1989	Bob Jones, Marine Science Institute, University of Texas NAML formed – 3 regions, PAML (WAML), NEAML (NEAMGLL), SAML
1990	Kumar Mahadevan, Mote Marine Laboratory; 38 members, 2 associate members; Sept. – First Legislative meeting and Congressional reception held in Wash. D.C.
1991	Tom McIlwain, Gulf Coast Research Laboratory
1992	Tony Knap, Bermuda Biological Station
1993	John Vernberg, Belle Baruch Institute, University of South Carolina; 44 regular members, 2 associate members
1994	Judy Stout, Dauphin Island Sea Lab
1995	Ken Tenore, Chesapeake Biological Lab, University of Maryland
1996	Herb Windom, Skidaway Institute of Oceanography
1997	Nancy Marcus, Marine Laboratory, Florida State University; 48 regular members, 5 associate members
1998-99	Madilyn Fletcher, Belle Baruch Institute, University of South Carolina
2000–01	Wes Tunnell, Center for Coastal Studies, Texas A&M University-Corpus Christi; 56 regular members, 9 associate

”Revised May 15, 2000”

I. NAME

The name of this Association shall be the Southern Association of Marine Laboratories ("Association" herein), as a non-profit organization incorporated in the State of Mississippi.

II. PURPOSES

The purposes for which the corporation is organized are exclusively religious, charitable, scientific, literary, or educational within the meaning of section 501(c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law. Notwithstanding any other provision of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under section 501(c) (3) of the Internal Revenue code of 1986 or the corresponding provision of any future United States Internal Revenue law.

III. OBJECTIVES

The objectives of the Association shall be:

1. To provide a forum for the resolution of problems common to non-profit marine laboratories in the Southern United States, and to promote the importance of research and education at marine laboratories to the economy and society.
2. To further the wise use and conservation of marine and coastal resources, and to encourage increased accomplishments and initiatives in related areas.
3. To increase the effectiveness of member institution in their work on marine and coastal resources.
4. To stimulate cooperation and unity of effort among members
5. To act on other such matters as may be of mutual interest to Southern laboratories.

IV. CONDUCT OF BUSINESS

Conduct of business of the Association shall be governed by these Articles of Organization and the Bylaws of the Association. The rules contained in the latest edition of "Roberts Rules of Order," most recently revised, shall govern the conduct of Association meetings provided they are not inconsistent with the provisions of these Articles and the Bylaws of the Association.

V. BYLAWS OF THE ASSOCIATION

The Association shall maintain Bylaws of the Association ("Bylaws" herein), which shall describe the methods of conduct of business for the Association. In the event of conflict between the Bylaws and these Articles of Organization, the Articles of Organization shall govern.

VI. MEMBERSHIP, RIGHTS AND PRIVILEGES

Regular Membership in the Association shall be composed of United States marine laboratories operated by, federal, state, university and other non-profit, organizations in the southern United States, Antarctica, Bermuda, Panama, Puerto Rico and the U.S. Virgin Islands. For the purposes of this Association, the Southern United States shall include the coastal states of Maryland, Virginia, North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, Louisiana and Texas, and the District of Columbia. Marine laboratories shall be defined as those shore-based laboratory facilities directly accessing the marine environment.

Associate Membership may be held by any marine laboratory in th region defined above.

All members shall have the same rights and privileges except that only Regular Members shall have the right to vote. Only delegates of Regular Members may serve as President, President-Elect, or as a member of the Executive Committee.

Marine laboratories shall be represented by a delegate who is appointed by the president, director, or chief executive officer of the member organization.

VII. OFFICERS OF THE ASSOCIATION

The Officers of the Association shall be a President, President-Elect, Past-President and others as prescribed in the Bylaws. The regular President, President-Elect, and Past-President shall be employees of Regular Members. The President-Elect shall be elected by a majority of the Regular Member delegates present at a regular meeting of the Association, or by the majority of members polled via mail or email.

VIII. ASSOCIATION MEETINGS AND QUORUM

- A. Regular Meeting: The Association shall hold a minimum of one meeting in every calendar year for the purpose of conducting Association business. Written or email notice of time and place shall be given to all members by the Association Executive Committee at least ninety (90) days prior to the meeting.
- B. Special Meetings: Special meetings of the Association may be held from time to time upon call of the Executive Committee. At least thirty (30) days' written or email notice of time and place of such special meetings shall be given all members. The purpose of any special meeting shall be specified in the notice.
- C. Quorum: A quorum shall consist of one-third (1/3) of regular member delegates.

IX. COMMITTEES

- A. Executive Committee: Conduct of business between Association meetings shall be carried out by an Executive Committee. The Executive Committee shall act for the Association in all matters of business and on all matters of policy as authorized at an Association meeting. The Executive Committee shall meet prior to the regular meetings of the Association. Membership, term of office and other duties shall be governed by the Bylaws.
- B. Standing and Other Committees: Standing and other committees, as needed, may be established in accordance with the Bylaws.

X. FINANCIAL

The fiscal year for the Association shall be January 1 through December 31. Funds remaining at the end of the fiscal year shall be carried forward into the following fiscal year. No funds from the Association shall inure to the benefit of any individual or Association member. The Association shall have the authority to receive gifts and donations.

An audit of the books of the Association shall be conducted annually by a three-person committee of delegates from the Regular Member institutions of the Association appointed by the Executive Committee. The results of this audit shall be provided Association members at the first regular meeting of the following fiscal year.

XI. AMENDMENT

These Articles of Organization may be amended by a two-thirds (2/3) vote of the regular members at a duly constituted meeting of the Association at which a quorum is present. Notice of any proposed amendment, together with the full text thereof and the name(s) and address(es) of the proponent(s) shall be given to all members of the Association at least thirty (30) days prior to the meeting, by mail or email.

Articles of Organization revised and amended October 26, 1988; September 19, 1990; October 1, 1992, and April 12, 2000 as approved.

ARTICLE I - MEMBERSHIP

Section 1. Applications

Applications for membership, either regular or associate, shall be in the form of a letter from a responsible officer of the candidate member organization indicating the intent of the organization to become a member of the Association. A majority vote of the Executive Committee concerning the applicant shall elect a candidate to membership, subject to ratification by vote of members present at the next regular meeting of the Association, and the payment of capital contributions for the year in which the applicant is elected.

Section 2. Participation

To participate in the functions of the Association, a member organization shall have made a capital contribution for the current year. Current year is defined as starting January 1 and ending December 31.

Section 3. Representation

- a. The responsible officer of each regular member in good standing shall either represent the organization as a delegate, or appoint an individual employed by the organization as the delegate. Any such appointment shall be made in writing and be delivered to the President of the Association.
- b. Individuals, other than delegates, who are regularly employed by regular or associate members, may participate in the activities of the Association. By appointment or election, they may serve on committees or other supporting bodies of the Association, other than the Executive Committee.
- c. Delegates, or alternates designated by delegates, at any meeting are qualified by letters of appointment which must be on file with the secretary or presented to the secretary prior to the meeting.
- d. If any regular or associate member shall terminate the employment status of any individual serving as an officer, committee member, or in any other supporting capacity, then the position held by such individual shall be declared vacant as of the date of such termination, and the vacancy shall be filled in accordance with the provisions of these Bylaws.

Section 4. Voting

- a. Regular members in good standing shall have one (1) vote. Voting shall be carried out by the appointed delegates.
- b. Written or email ballots shall be required for elections.

Section 5. Alternate Delegate

Regular delegates may appoint an alternate delegate with voting rights. Such designation shall be in writing and be delivered to the Executive Committee of the Association prior to the regular or special meeting. The proxy shall be signed by the chief executive officer of the member institution or by the official delegate of record.

Section 6. Capital Contributions

- a. Capital contributions for regular and associate members shall be recommended by the Executive Committee and ratified at the next regular meeting of the Association.
- b. Capital contributions should be made before January 31 of each year. Delinquency of members shall be determined by the Finance Committee prior to its first meeting of each fiscal year. Delinquent members shall not be allowed to participate in Association events as members. Failure to make capital contributions before December 31 of the delinquent year will result in automatic loss of membership.

ARTICLE II - COMMITTEES

Section 1. Executive Committee

- a. Voting Membership

The Executive Committee of the Association shall consist of:

1. The President of the Association
2. The President-Elect of the Association
3. Three (3) members-at-large elected by the voting delegates
4. The immediate Past-President of the Association

b. Ex Officio, Non-voting Membership

1. The Secretary of the Association
2. The Treasurer of the Association

c. Length of Term

1. The length of term of a member-at-large of the Executive Committee shall be up to three (3) years. Initial election of members-at-large shall be on for one (1) year; one for two (2) years; one for three (3) years.
2. Term of office shall start on January 1 following the election.

d. Voting and Proxy

1. Each member of the Executive Committee shall have one (1) vote.
2. Alternate members are not authorized.
3. Voting by proxy is not authorized.

e. Chairperson and Vice Chairperson

1. The President of the Association shall serve as Vice Chairperson of the Executive Committee.
2. The President-Elect of the Association shall serve as Vice Chairperson of the Executive Committee.

f. Duties

1. To recommend the time and place of the regular meetings and to designate other meetings of the Association and to give notice thereof.
2. To act for the Association between meetings, in all matters of business, but not matters of policy except as authorized at a regular meeting.
3. To undertake general arrangements and prepare the agendas for all meetings of the Association.
4. In the event the office of President-Elect becomes vacant between regular meetings to promptly conduct a special election to fill the vacancy.
5. To ensure the Association is represented at various national and regional forums.

g. Meetings

1. Regular Meetings. The Executive Committee shall meet at least once each year prior to the regular meeting of the Association.
2. Special Meetings. Special meetings of the Executive Committee may be held from time to time upon call of the Chairperson or by written request of a majority of members of the Executive Committee. At least fifteen (15) days' notice of the time and place of such special meeting shall be given in writing or by email to each member of the Executive Committee. The purpose of any special meeting shall be specified in the notice.

h. Quorum

1. A majority of members of the Executive Committee shall constitute a quorum.

Section 2. Standing Committees

- a. Standing committees shall be appointed by the President with the advice of the Executive Committee. Any person employed by a member institution may be appointed to a standing committee provided that notice of the appointment be transmitted to the official delegate of the member institution.
- b. Standing committees shall include, but not be limited to, the following:
 1. Nominating Committee. Appointed by the President before July 1 of each year to prepare a slate of nominations for the office of President-Elect (if necessary) and member-at-large vacancies on the Executive Committee for the following year. The chairman shall be the immediate Past-President of the Association. In the event he/she is unable to serve, the President may appoint any eligible individual as defined above.
 2. Finance Committee. Appointed by the incoming President by January 15 of each year. Its duties are limited to the finances of the Association.

Section 3. Other Committees

Other committees may be created by the President with advice of the Executive Committee

Section 4. Vacancies

Vacancies occurring in any Association committees, other than the Executive Committee, shall be filled by persons appointed by the President with the advice of the Executive Committee.

ARTICLE III – OFFICERS AND DUTIES

Section 1. President

- a. The President shall assume the office on January 1.
- b. The President shall serve for two (2) years.
- c. The Duties of the President shall be:
 1. To serve as Chief Executive of the Association;
 2. To preside at meetings of the Association and the Executive Committee, and;
 3. To present a President's report at each regular meeting covering activities of the Association.

Section 2. President-Elect

- a. The President-Elect shall assume the office on January 1.
- b. The President-Elect shall serve for two (2) years.
- c. The Duties of the President-Elect shall be:
 1. To serve as a member of the Executive Committee;
 2. To be responsible for all aspects of Association membership, including maintenance of an official delegate list and the Articles of Organization and Bylaws;
 3. To familiarize himself/herself with the work of the Association in order to effectively serve as President of the Association;

4. To preside at meetings of the Association in the absence of the President;
5. To announce at the regular meeting at which he/she assumes office of President, the chairperson of the Association's standing and other committees; and
6. To assume the position of the President of the Association in the event of vacancy in the position.

Section 3. Past-President

- a. The President shall assume the office of Past-President on January 1 following the transition of President-Elect to President.
- b. The Past-President shall serve for two (2) years.
- c. The duties of the Past-President shall be:
 1. To serve as a member of the Executive Committee;
 2. To Chair the Nominating Committee.

Section 4. Secretary

- a. The President of the Association shall annually appoint a Secretary of the Association. The Secretary may be an employee of any member institution.
- b. The Secretary shall maintain records of the Association for conducting the business of the Association except for financial affairs, which are assigned to the Finance Committee.
- c. Duties of the Secretary include:
 1. Assisting the President in the processing of correspondence and maintaining files of correspondence, official Association records, committee assignments, historical information and other such documents pertaining to the business of the Association.
 2. Assist in preparations for such meetings and preparing minutes thereafter for distribution to the Executive Committee.
 3. Other such duties as the President may assign.

Section 5. Treasurer

- a. The President of the Association, with the advice of the Executive Committee, shall annually appoint a Treasurer of the Association. The Treasurer may be an employee of a member institution.
- b. The Treasurer shall be a member of the Finance Committee.
- c. Duties of the Treasurer:
 1. The Treasurer shall be responsible for keeping all accounts, for preparation of an annual financial statement to be presented to the members, for assisting in the preparation of each annual budget, for depositing all member and associate member capital contributions for safekeeping and for all other Association receipts and disbursements.
 2. The Treasurer is responsible for maintaining and filing appropriate tax returns and for assuring that the appropriate legal instruments of the Association are on file with appropriate state and federal agencies.
 3. The Treasurer shall, not later than November 30 of each year, prepare and transmit requests for annual capital contributions. Capital contributions shall be sent to the Treasurer; a record of receipt shall be prepared by the Treasurer and properly recorded for deposit.

ARTICLE IV - FINANCIAL**Section 1.**

Contracts requiring the commitment of over \$200.00 of Association funds shall be approved by the Executive Committee and signed by the President.

Section 2.

Items under \$200.00, the Treasurer is authorized to encumber and disburse Association funds. Approval to encumber and to pay Association funds in excess of \$200.00 shall be obtained from the Executive Committee if these expenditures are not established as line items within the annual budget. For budgeted items, disbursements shall be made by the Treasurer.

Section 3.

The Association may maintain both checking and saving accounts.

Signature authority for bank account(s) and other deposits of the Association is vested in the Treasurer and the President of the Association.

ARTICLE V – ELECTION OF PRESIDENT-ELECT AND MEMBERS-AT LARGE OF THE EXECUTIVE COMMITTEE**Section 1. Candidates**

Candidates for the office of President-Elect and Members-at-Large shall be regular delegates of the Association.

Section 2. Nominations

Candidates shall be nominated by the Nominating Committee. Notice of such nominations shall be given by the Nominating Committee to all members at least thirty (30) days prior to the meeting at which the election shall take place. Additional candidates may be nominated by regular members at the meeting at which the election shall take place.

Section 3. Election

The officers shall be elected from among the nominees by majority vote during the last regular meeting of the Association each year.

Section 4. In the event of a vacancy in the position of President-Elect or Member-at-Large of the Executive Committee, the following procedure will be followed to fill the unexpired term:

- a. The Executive Committee shall direct the Nominating Committee to prepare a slate of nominees from the delegates of the regular members of the Association.
- b. The slate of nominees shall be distributed by mail or email to all regular member delegates not more than thirty (30) days after the occurrence of the vacancy.

- c. The vote shall be by mail or email ballot. The regular members may vote for persons other than those given on the ballot by writing in the name on the ballot. In order to count, a ballot must be received by the Nominating Committee not more than thirty (30) days after the day ballots are distributed. The ballots shall indicate that ballots received after a certain date (to be stated in the ballot) shall not count. The ballots shall be counted immediately after the close of voting and the results shall be known to the membership without delay.
- d. In the event no candidate receives a majority of the votes cast, a special runoff election shall be conducted between the two candidates who received the most votes. The special runoff election shall be conducted by the Nominating Committee according to the rules for special elections stated above. The candidate receiving the majority of votes in the special election or runoff election, if needed, shall be elected.

ARTICLE VI – AMEMDMENTS

These Bylaws may be amended at any duly constituted meeting of the Association at which a quorum is present by a two-thirds (2/3) vote of the regular member delegates present. Notice of proposed amendments shall be mailed or emailed at least thirty (30) days prior to the meeting to each member institution. Copies of the proposed amendment shall be made available to all delegates prior to the start of the meeting. Such notice shall include the exact wording of the proposed amendment and shall include the name(s) and address(es) of the proponent(s). However, changes can be made to the proposed amendment language at the meeting.

ARTICLE VII – CONSISTENCY

These Bylaws, as amended, shall govern the Association in all cases in which they are not inconsistent with the Articles of Organization of record.

Bylaws revised and amended October 26, 1988; October 1, 1992; June 1, 1997, and April 12, 2000 as approved.

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Compiled by Wes Tunnell

Design and layout by Suzanne Dilworth and Amy Koltermann
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February 2001