

(updated 03/24/07)

STANDING RULES OF THE MID-ATLANTIC MARINE EDUCATION ASSOCIATION

The purpose of the Standing Rules is to clarify and support the MAMEA By-Laws. Standing Rules shall not be written in contradiction of any currently existing By-Law.

100 Organization

101 PURPOSES

The purpose of the Mid-Atlantic Marine Education Association (MAMEA) shall be as follows:

101.1 To provide a medium for the exchange of information and teaching materials and to stress the interrelationships of marine education to all disciplines and other educational experiences.

101.2 To make available to educators information concerning the selection, organization, and presentation of marine materials at all levels.

101.3 To plan, organize, and administer projects for advancing and using knowledge in marine education.

101.4 To provide assistance to other societies, agencies, and individuals conducting research and investigations in the field of marine education.

101.5 To work for the improvement of the professional qualifications of marine educators.

102 ADDRESS

102.1 MAMEA's official address shall be the address of the current Secretary.

103 OFFICERS

103.1 The **PRESIDENT** shall:

- a. Preside at all meetings of the MAMEA Board.
- b. Represent MAMEA at all times unless another representative is designated by the President.
- c. Prepare a written agenda for all Board and Business meetings during his/her term of office.
- d. Fix the time and place of all Board meetings, and prepare and send notices of Board meetings (By-Laws, Article X).
- e. Have the authority to implement the approved budget.
- f. Appoint all committee members and their Chairs (with the exception of the Nominating Committee (By-Laws, Article VII, Sec. 2); announce all standing committees upon assuming office and appoint Ad hoc Committees as deemed necessary (By-Laws, Article VII, Sec.4).
- g. Present engraved plaques to recipients of the **Outstanding Informal (3/07)** Marine Educator Award and the **Outstanding Classroom** Educator Award at the annual conference; place engraved nameplates for the award recipients on the MAMEA Awards Plaque.
- h. Compile an annual report to be presented to the MAMEA Archivist and to be published in the newsletter the MASTHEAD. Annual reports shall be compiled to represent the history of MAMEA.
- i. Keep a comprehensive file of records and communications collected during the term of office. At the end of the term of office, materials for the archives shall be turned over to the Archivist. Relevant materials shall be turned over to the incoming President.

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103.2 The immediate **PAST PRESIDENT** shall:

- a. Serve as MAMEA Chapter Representative to the National Marine Educators Association during the term of office. The MAMEA Chapter Representative is a full voting member of the NMEA Board.
 1. Represent MAMEA at the mid-year and annual NMEA Board meetings, or appoint a proxy. (09/05)
 2. Provide the editor of NMEA NEWS with relevant information concerning MAMEA events and activities.
 3. Report to the MAMEA Board at each Board meeting, and at other times if necessary, on the activities of NMEA.
 4. Prepare and submit to the MAMEA membership at the annual MAMEA conference an NMEA Conference Report; submit a written summary of this report for publication in the MASTHEAD; submit other NMEA news for publication in the MASTHEAD as appropriate.
 5. Distribute each new issue of MASTHEAD to all NMEA Chapter Representatives. (4/4/98)
- b. Serve as chair of Selection Committee for Honorary Memberships (By-Laws, Article 1, C).
- c. Serve as ex-officio member of the Nominating Committee (By-Laws, Article VIII, Sec. 5).
- d. Serve as a member of the Conference Advisory Team. (2/24/01)
- e. Keep a comprehensive file of records and communications collected during the term of office. At the end of the term of office, materials for the archives shall be turned over to the Archivist. Relevant materials shall be turned over to the incoming Past President.

103.3 The **PRESIDENT ELECT** shall:

- a. Perform the duties of the President in the President's absence.
- b. Assume the presidency at the end of the term of the current President.
- c. Establish a Conference Committee, be responsible for the planning and implementation of the Annual Conference under the guidance of the Conference Advisory Team, and serve as a member of the Conference Advisory Team. (2/24/01)
(NOTE: The President appoints the Chair of the Conference Committee, which may or may not be the President-Elect. However the Conference Committee Chair is traditionally the President-Elect, because the President-Elect is "responsible for planning the Annual Conference Committee" according to By-laws Article VI, Section 3.)
- d. Prepare the agenda of the annual Business Meeting.
- e. Tender to the other Officers for approval the nominees for Chairs of the standing and Ad Hoc committees prior to the Annual Conference at which he/she assumes the office of President; announce committee memberships to the general membership after approval of the other Officers (By-Laws, Article XI, #3).
- f. Keep a comprehensive file of records and communications collected during the term of office. At the end of the term of office, materials for the archives shall be turned over the Archivist. Relevant materials shall be turned over to the incoming President Elect.

103.4 The **SECRETARY** shall:

- a. Serve as an Officer of the Board for two years. (10/30/04)
- b. Keep the minutes of all Board meetings and issue copies of the minutes to all Board members following each meeting.
- c. Keep the minutes of the Annual Business Meeting held at the MAMEA Conference and submit a summary of the Business Meeting minutes for publication in the MASTHEAD.
- d. Maintain correspondence about Board Business and MAMEA events as appropriate.
- e. Notify all members no later than 60 days before the annual Conference that nominations for officers are being accepted (By-Laws, Article V, Sec. 1A). This shall be done in the MASTHEAD or by special mailing to the membership. (Candidates for office must be named 30 days prior to the election; see By-Laws, Article V, Sec. 1B.)
- f. Supervise the election procedures at the annual Conference.
- g. Update Board membership address list and provide this list to all Board members within 30 days of the elections held at the Annual Conference.

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(Secretary duties, continued)

- h. Collect dues from new members and issue confirmation of membership to new members. Issue renewal notices to Active members before December 31 of each year; collect dues from Active members whose membership has lapsed; remove from membership list an Active member who fails to pay annual dues by February 15 of new membership year (By-laws, Article 1, Section 5; see also Standing Rules 204.1, Membership); keep membership list and mailing list up to date; keep tallies of membership by state and membership class on an annual basis. Be responsible for the timely revision and printing of membership brochures and confirmation materials; provide membership brochures to Board Members and MAMEA members as needed. (6/7/00)
- i. Keep a comprehensive file of records and communications collected during the term of office. At the end of the term of office, materials for the archives shall be turned over to the Archivist. Relevant materials shall be turned over to the incoming Secretary.

103.5 The **TREASURER** shall:

- a. Serve as an Officer of the Board for two years. (10/30/04)
- b. Keep the financial records and books of MAMEA, pay all authorized bills, maintain documentation of expenditures and deposit all receipts.
- c. Produce a quarterly financial report to be distributed to the Officers.
- d. Present an annual Financial Report to the Membership at the Business Meeting at the Annual conference. This report may be published in the MASTHEAD at the discretion of the Board.
- e. Produce an annual budget to be presented to the Officers for approval at the Board Meeting at the Annual Conference.
- f. Maintain the tax-exempt status of MAMEA by satisfying the requirements of the IRS.
- g. Assist as needed with conference and mini-conference registration and expenses, such as writing receipts, issuing meal and event tickets, etc.
- h. Serve as a member of the Conference Advisory Team. (2/24/01)
- i. Keep a comprehensive file of records and communications collected during the term of office. At the end of the term of office, materials for the archives shall be turned over to the Archivist. Relevant materials shall be turned over to the incoming Treasurer.

103.6 The **STATE REPRESENTATIVES** shall:

- a. Serve as Officers of the Board for two-year terms. Terms are staggered such that Representatives are elected in alternate years: MD and NC reps are elected during the same year; DE, DC and VA reps are elected the next year.
- b. Compile a state activity report to be included in the MASTHEAD. MASTHEAD Editor will inform State Representatives of publication deadlines.
- c. Coordinate one "mini-conference" per year in the representative's state.
- d. Conduct one concurrent session at the annual MAMEA Conference, or solicit someone to present a session.
- e. Serve as members of the Nominating Committee, along with the Past-President who is an ex-officio member (By-laws, Article VIII, Section 5).
- f. Individually serve as members of the Conference Advisory Team during the year in which the MAMEA annual conference is held in a Representative's home state. (2/24/02)
- g. Attend all Board Meetings or send a substitute.
- h. Promote new MAMEA and NMEA memberships from home state by distributing MAMEA and NMEA brochures at other science education conferences and workshops; assist Secretary in contacting members whose dues are in arrears.
- i. Ensure the nomination of at least one member from home state for each outstanding Educator Award category.
- j. Any other duties as assigned by President and/or President Elect.

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- k. Keep a comprehensive file of records and communications collected during the term of office. At the end of the term of office, materials for the archives shall be turned over to the Archivist. Relevant materials shall be turned over to the incoming State Representative.

104 COMMITTEE CHAIRS

104.1 The **EDITORIAL COMMITTEE CHAIR** shall: (03/05)

- Determine format of the Masthead with the Editor.
- With Editor, determine appropriate changes in Masthead format as needed and propose changes for Board approval.
- With Editor, establish written criteria for newsletter (uniformity of design, nature of content, major sections, etc.). If necessary, prepare and update the Newsletter Criteria document as an attachment to By Laws that is easily revised by Board.
- Act as primary reviewer for Masthead Editor. The MAMEA President will be secondary reviewer.
- Encourage members interested in joining this committee and provide them with a meaningful role.

104.2 The **NEWSLETTER EDITOR** shall:

- a. Publish three issues of the newsletter (MASTHEAD) annually, with an option to publish a fourth issue with Board approval. Newsletters are to be distributed on or about January 15 (annual report), April 15 (conference announcement) and August 15 (conference registration issue). (3/07)
- b. Arrange with webkeeper to post **past** issues of MASTHEAD on the MAMEA website. The two most current issue of MASTHEAD will not be posted on the web until the next issue is in print. (10/30/05).
- c. Solicit from the membership articles, announcements, and other information for the MASTHEAD.
- d. Review all submissions for appropriateness for inclusion in the MASTHEAD; edit submissions as necessary, working with MASTHEAD Editorial Committee Chair and MAMEA President who also serve as reviewers. (1/31/05)
- e. Produce or supervise the production of the MASTHEAD, i.e. typesetting, proofing, printing, mailing.
- f. Arrange for photographs to be taken for publication in the MASTHEAD if desired.
- g. Request current mailing list from the MAMEA Secretary for use in MASTHEAD distribution.
- h. Submit to the Treasurer receipts and requests for reimbursement as appropriate for expenses related to production and distribution of the MASTHEAD.
- i. Keep a comprehensive file of articles received and selected for each MASTHEAD, all related correspondence financial information related to publication and distribution costs, and a complete set of published newsletters. At the end of the editor's (s') term, materials for the archives shall be turned over to the Archivist. Relevant materials shall be turned over to the incoming Editor(s).

104.3 The **NOMINATING COMMITTEE CHAIR** shall:

- a. Be appointed by the President for a term of one year.
- b. Prepare a form to solicit candidates for nominations to positions that are coming open in the Fall. This form shall be published no later than 60 days before the annual conference. (By-Laws, Article V, Sec. 1A). It should appear in the summer issue of MASTHEAD, or sent to the membership in a special mailing if necessary to meet the 60 day requirement.
- c. Deadline for return of the nomination forms shall be decided by the Nominating Committee Chair. Date should be set early enough to allow for final list of candidates to be named within the timeframe described in "e" below.
- d. Discuss with the State Representatives and other members of the Nominating Committee the nominees for the open positions, giving consideration to proper geographic representation and other factors as appropriate.
- e. Contact the chosen candidates to confirm their willingness to run for office.
- f. Name the candidates for office no later than 30 days prior to the election (By-Laws, Article V, Sec. 1A).

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- g. Present the recommended slate at the Annual Conference in the fall, allowing nomination from the floor before the vote (By-Laws, Article V, Section 1B).
- h. Prepare an article on the results of the election for publication in the next issue of MASTHEAD which follows the annual conference.
- i. Keep a comprehensive file of records and communications collected during his/her term as chair. At the end of the term, materials for the archives shall be turned over to the Archivist. Relevant materials shall be turned over to the incoming Nominations Committee Chair.

NOTE: According to By-Laws Article VIII, Section 5, all State Representatives are members of the Nominating Committee; the Past President is an ex-officio member. See also SECRETARY duties for information on publishing nomination forms and on conducting the election at the Annual Conference.

104.4 The **AWARDS COMMITTEE CHAIR** shall:

- a. Be appointed by the President, along with a committee, for a one-year term.
- b. Develop a nomination form including criteria for two awards:
Outstanding Classroom Educator and Outstanding Informal (3/07) Marine Educator. (Nominees must be members in good standing of MAMEA.)
- c. The award nomination form shall be published in every issue of the MASTHEAD or sent to the membership in a special mailing if necessary. Deadline for return of the nomination forms shall be decided by the Awards Committee Chair.
- d. Communicate with State Representatives to solicit nominations from each state.
- e. Send copies of nominations to all committee members to allow several weeks for review.
- f. Develop an evaluation procedure to be used by the Awards Committee during the selection process.
- g. Coordinate selection process with the Awards Committee and oversee the selection of the winners.
- h. Notify promptly in writing the winners and non-winners of the awards.
- i. Arrange for engraved plaques for the winners and the nameplates for the MAMEA Awards Plaque; provide this plaque to the President, who presents the awards at the Annual Conference.
- j. Prepare an article announcing the awardees for publication in the MASTHEAD which immediately follows the conference.
- k. Keep a comprehensive file of records and communications collected during his/her term as chair. At the end of the term, materials for the archives shall be turned over to the Archivist. Relevant materials shall be turned over to the incoming Awards Committee Chair.

104.5 The **STANDING RULES AND ARCHIVES COMMITTEE CHAIR(S)** shall:

- a. Be appointed by the President for one year.
- b. Maintain and regularly update the Standing Rules.
- c. Prepare revised copies of the Standing Rules as needed for members of the Board
- d. Gather archival material from board Members.
- e. Organize and maintain archival material, and make it available for examination by Board Members (or others as appropriate) when needed.
- f. Keep a comprehensive file of records and communications collected during his/her term as chair. At the end of the term, materials for the archives shall be turned over to the Archivist. Relevant materials shall be turned over to the incoming Standing Rules and Archives Committee Chair(s).

104.6 The **CONFERENCE ADVISORY TEAM (CAT) CHAIR** shall:

- a. Be appointed by the President for a term of two years.
- b. Work with the President-Elect and other members of the Conference Committee to plan and implement the Annual Conference.
- c. Maintain the Conference Handbook and, at the end of the term, turn the Handbook over to the next Conference Advisory Team Chair.

(03/24/07)

104.7(a) The **GRANTS COMMITTEE CHAIR** shall:

- a. Be appointed by the President, along with a committee of at least three members for three-year staggered terms that begin and end at the fall business meeting. (4/10/99)
- b. Be responsible for overseeing the operations of the MAMEA Grants Program.
- c. With the Grants Committee members, develop rules, guidelines and application procedures for all grants; work with the Newsletter Editors to ensure that application forms and guidelines are published in the MASTHEAD and on the website as appropriate. (The MAMEA Grant Program application and guidelines shall appear in every regular issue of the MASTHEAD.)
- d. Develop evaluation procedures to be used by the Grants Committee during the selection process for all grants.
- e. Coordinate selection process with the Grants Committee and oversee the selection of awardees.
- f. Notify promptly in writing the results of the selection process to awardees and all other applicants for grants.
- g. Prepare an announcement of the awardees for publication in the MASTHEAD.
- h. Keep a comprehensive file of records and communications collected during his/her term as chair. At the end of the term, materials for the archives shall be turned over to the Archivist. Relevant materials shall be turned over to the incoming Grants Committee Chair.

Note: Amended 3/24/07, when Paul Standish Scholarship Program was elevated to Committee Status and assigned a chair.

104.7(b) The **CONFERENCE SCHOLARSHIP COMMITTEE CHAIR** shall:

Note: Amended 3/24/07, when Paul Standish Scholarship Program was elevated to Committee Status and assigned a chair.

- a. Be appointed by the President, along with a committee of at least three members for three-year staggered terms that begin and end at the fall business meeting. (4/10/99)
- b. Be responsible for overseeing the operations of the MAMEA Paul Standish Scholarship Program.
- c. With the Scholarship Committee members, develop rules, guidelines and application procedures for all conference scholarships; work with the Newsletter Editors to ensure that application forms and guidelines are published in the MASTHEAD and on the webpage as appropriate. (The MAMEA Conference Scholarship application and guidelines shall appear in every regular issue of the MASTHEAD.)
- d. Develop evaluation procedures to be used by the Conference Scholarship Committee during the selection process for all grants.
- e. Coordinate selection process with the Scholarship Committee and oversee the selection of awardees.
- f. Notify promptly in writing the results of the selection process to awardees and all other applicants for scholarships.
- g. Prepare an announcement of the awardees for publication in the MASTHEAD.
- h. Keep a comprehensive file of records and communications collected during his/her term as chair. At the end of the term, materials for the archives shall be turned over to the Archivist. Relevant materials shall be turned over to the incoming Scholarship Committee Chair.

104.8 The **ACTION PLAN COMMITTEE CHAIR** shall: (03/05, ad-hoc committee)

- a. Review the MAMEA Action Plan.
- b. Discuss points of focus with current President and Committee Chairs.
- c. Present progress update for all action plan items at spring and fall Board meetings.
- d. Encourage members to join this committee and provide them with meaningful role.

104.9 The **FINANCE COMMITTEE CHAIR** shall: (03/05)

- a. Provide guidance to the President on all aspects of MAMEA's finances.
- b. Together with Treasurer, manage MAMEA's finances with oversight by President.
- c. Maintain all necessary record-keeping and communications with IRS.
- d. Encourage members to join this committee and provide them with meaningful role.

104.10 The **MENTORING COMMITTEE CHAIR** shall: (03/05)

- a. Provide coordination and guidance for activities of Mentoring Committee.
(additional details will be added after Mentoring Committee establishes guidelines)

(03/24/07)

200 OPERATIONS

201 ELECTIONS

- 201.1 Nominations for officers will be solicited from the membership no later than 60 days before the Annual Conference. The candidates shall be considered by the Nominating Committee.
- 201.2 At the Annual Conference, a slate of officers shall be presented by the Nominating Committee and nominations shall be received from the floor.
- 201.3 Officers shall be elected at the business meeting of the Annual Conference. Election shall be done by a show of hands, voice vote, or ballot.

NOTE: See also SECRETARY duties and NOMINATING COMMITTEE CHAIR duties.

202 FINANCES

202.1 Dues

- a. The Officers shall determine the annual dues for each class of membership.
- b. Dues structure is set at an annual rate of \$10.00 for Individual dues and \$200.00 for Life membership dues.
- c. To remain Active, members must pay annual dues on or before January 31 of the new membership year.

NOTE: see also MEMBERSHIP.

202.2 MAMEA shall operate on a budget to be adopted in advance by the Officers of the Board.

203 MEETINGS

- 203.1 MAMEA will have one meeting of the entire membership per year. The Annual conference date and location shall be established as far in advance as possible by the President-Elect and the Conference Committee.
- 203.2 A Conference Planning Guide shall be maintained by the Conference Advisory Team. This Guide shall include information on planning state mini-conferences as well as the Annual Conference.
- 203.3 Attendance at MAMEA meetings shall be a privilege of membership. Individuals who are not members shall pay an addition fee equivalent to annual individual membership.
- 203.4 Board Meetings may be held either prior to or following official Conference sessions and events, but shall not be held during such event.
- 203.5 Each MAMEA state representative shall sponsor one MAMEA meeting (mini-conference) in his/her state per year.
 - a. The purposes of the mini-conference are to provide local marine education opportunities in each member state, and to promote membership in MAMEA.
 - b. The mini-conference may, at the discretion of the state representative, be held in conjunction with a meeting of another education-related organization or agency in the state. In this case, MAMEA's role as a co-sponsor should be clearly recognized.
 - c. Mini-conferences should be scheduled at a time of year that does not conflict with MAMEA's Annual Conference.

(03/24/07)

204 MEMBERSHIP

- 204.1 Dues shall cover membership for the period of one year. Membership year is from January 1 to December 31 of each year (By-Laws, Article I, Sec. 6). Renewal of membership is due by January 1 of each year. New first-time members (**not** renewing members) signing up from September 1 to December 31 will be active through the entire following calendar year. For example, a new first time member who joins on September 1 2003 will be considered active until December 31, 2004. (1/19/03) The secretary shall issue renewal notices to members and collect the dues. (6/7/00)
- 204.2 There are four classes of membership: active, life, honorary, and contributing, defined in the By-Laws, Article I, Section 2.
- 204.3 New members may join MAMEA at any time during the year. (see 204.1)
- 204.4 Membership is not restricted to individuals in the mid-Atlantic region.
- 204.5 Members of MAMEA are encouraged, but not required, to be active members of the National Marine Educators Association (By-Laws, Article I, Section 7).
- 204.6 MAMEA may annually sponsor (award without charge, i.e. membership costs covered by MAMEA) active memberships for a number of individuals not to exceed 10% of the annual active membership on December 31 of the previous year. These MAMEA-sponsored memberships are available one time only per member. Distribution of MAMEA sponsored membership is at the discretion of the president.

205 AWARDS

- 205.1 MAMEA shall sponsor two annual awards to recognize outstanding efforts by marine educators among the membership. The Outstanding Classroom Educator Award shall be presented annually to a K-12 teacher who is a member in good standing of MAMEA. The Outstanding **Informal** (3/07) Marine Educator Award shall be presented annually to an educator who serves in a position other than that of K-12 classroom teacher.
- 205.2 Awards shall be presented at the Annual Conference by the President (outgoing).
- 205.3 Awards for both the Outstanding Classroom Educators and the Outstanding **Informal** (3/07) Marine Educator shall be in the form of an engraved plaque.
- 205.4 The names of each awardee shall be engraved on individual nameplates and attached to the MAMEA Award Plaque. The plaque will reside at a location to be determined annually by the Board.

NOTE: See also AWARDS COMMITTEE CHAIR duties.

206 RECORDS

All past records shall be maintained by the Chair of the Archives and Standing Rules Committee. Subsequent records should be turned over to the archives on a regular basis.

207 MAILING LIST

- 207.1 The secretary is responsible for maintaining, updating, and monitoring the distribution of the mailing list.
- 207.2 Hard copies and mailing labels from the mailing list may be provided to Board members and MAMEA members in good standing at no charge for official marine education communications. (4/4/98)

(3/24/07)

208 GRANTS AND SCHOLARSHIPS

208.1 To support marine education activities by MAMEA members, two grants of up to \$500.00 each shall be made available annually through a competitive proposal procedure. Carryover of grant funds will be subject to annual appropriations by Board approval. Grant funds not expended may be carried over to the next fiscal year for support of additional grants by Board approval. (1/19/03)

Note: Amended 3/24/07, when Paul Standish Scholarship Program was elevated to Committee status and a chair was assigned.

- a. Proposals shall be written following the format and guidelines established by the Grants Committee. These guidelines will be published along with a Grant Proposal Form in each issue of MASTHEAD.
- b. The MAMEA Grants Committee shall be responsible for developing guidelines and policy for the MAMEA grants. All guidelines and subsequent changes to the proposal policy must be approved in advance by the MAMEA Board.
- c. Recipients of MAMEA grants shall either conduct a presentation at the annual conference describing their funded program activities, or submit an article about their program to be published in MASTHEAD.
- d. Carry over of grant funds will be subject to annual appropriations by NMEA Board approval. Grant funds not expended may be carried over to the next fiscal year for support of additional grants by Board approval. (1/19/03)

208.2 The Paul Standish Scholarship Award was established in memory of former Treasurer and long-time MAMEA member Paul Standish. The purpose of the scholarship is to support the participation of educators annually in the MAMEA conference. The scholarship will be in an amount sufficient to pay for the conference registration fee and other allowable conference expenses, up to a total of \$300.

(Note: In 3/07, the Scholarship program was elevated to Committee status and a chair was assigned).

- a. Funds for the Paul Standish Scholarship shall come from the annual MAMEA auction (10% of the proceeds from the auction shall be allotted to the scholarship fund). The remainder of the scholarship funds will derive from the annual interest revenue from a Certificate of Deposit (approximately \$1200 in 2007). (3/07)
- b. The Paul Standish Scholarships shall be awarded annually to at no more than four MAMEA members (3/07) through an application procedure that is established and monitored by the Paul Standish Scholarship Committee. Additional awards may be given at the discretion of the Committee. (April 10, 1999) All guidelines and subsequent changes to the Scholarship policy must be approved in advance by the MAMEA Board.

(3/24/07)

300 PUBLICATIONS

301 NEWSLETTER

- 301.1 The official newsletter of the Mid-Atlantic Marine Education Association is the MASTHEAD.
- 301.2 The purpose of the MASTHEAD is to assist in the achievement of MAMEA's purpose as stated in the MAMEA Constitution; in summary, to provide a medium for the exchange of information concerning marine education activities, projects, materials, and research.
- 301.3 The MASTHEAD is produced by the Newsletter Editor(s).
- 301.4 The MASTHEAD is produced three times a year (with an option of a fourth issue if approved by the Board) and distributed to MAMEA members as a benefit of membership.
- 301.5 The MASTHEAD is distributed on or near these dates: January 15, (annual report issue), April 15 (conference announcement issue), August 15 (conference registration issue). (2007)
Deadline date for copy received the Editor(s) is one month prior to the date of distribution. All available past issues of the MAMEA Masthead excluding the two most recent editions will be posted on the MAMEA website. (1/19/03)
- 301.6 MAMEA members will be given the option of receiving the future issue of the Masthead electronically in lieu of hardcopy. The electronic issue will be available online. The URL will be distributed via e-mail to members. (1/19/03)

302 WEBSITE

- 302.1 The MAMEA Website is the online communications tool of MAMEA.
- 302.2 The purpose of the Website is to assist in the achievement of MAMEA's purpose as stated in the MAMEA Constitution, in summary, to provide a medium for the exchange of information concerning marine education activities, projects, materials, and research.
- 302.3 The Website is produced the Website Manager(s).
- 302.4 The Website is open to the public, and may be used by MAMEA members and non-members.
- 302.5 The Website will contain information as determined by [the Publications Committee](#). ? This may include, but not be limited to, general information about MAMEA, information about MAMEA and NMEA conferences, a listing of Board Members, links to members' web pages and projects, links to NMEA and regional chapters' pages, and selected issues and excerpts from the MASTHEAD.

(end of Standing Rules Document)