

Bylaws of the Publications Committee of the Iowa Ornithologists' Union  
Approved by the IOU Board of Directors on 17 May 2003

These bylaws replace those published in *Iowa Bird Life* 60(1):26–28, 1990.

#### PURPOSE

1. To publish a quarterly journal, *Iowa Bird Life*, and other publications, such as *IOU News*, as deemed desirable by the committee, the board, and the membership.
2. To publish special publications as deemed desirable by the committee, the board, and the membership.
3. To make recommendations on electronic publication of information, materials, and articles sponsored by the Iowa Ornithologists' Union (IOU), except for items that fall under the purview of the Records or Membership committees or the board of directors.
4. To make the publications of the IOU as exemplary as possible with the resources available.
5. To distribute announcements of meetings of the IOU, in or with regular publications.
6. To establish places of publication including a third-class mailing permit, and make such appointments as are necessary to produce and distribute the publications of the IOU.
7. To make sure that the publications processes conform to the IOU's tax-exempt status.

#### COMMITTEE STRUCTURE

1. The committee shall consist of five voting members appointed by the board of directors. When vacancies occur, the committee, including outgoing members, shall recommend replacements to the board.
2. Ordinarily the primary editors of printed and electronic publications will serve during their tenure of editorship. In case of co-editors, only one shall be a formal member of the committee; others may attend and participate. Other members who are not editors, of which there shall be at least two, may serve 5 years. Two terms shall be staggered, the period of service determined by the chair of the Publications Committee.
3. A member may be involuntarily removed from the committee by a unanimous vote of the other four members and approval by the board of directors.
4. The committee shall elect its officers, which shall include at least a chairperson.
5. The committee may appoint ex officio members.
6. The committee shall appoint editors and such other major administrative positions as are necessary to carry out the publication process, with approval by the board of directors. The committee shall approve appointments made by the editors of subeditors and other regular staff.
7. Qualifications for appointment to the committee should include expertise in the publications process, knowledge of Iowa ornithology, and/or familiarity with the publication needs of the membership. Members of the committee should be willing and able to actively participate in carrying out the mission of the committee.

## COMMITTEE PROCEDURES

1. The committee may set up such procedures as are needed for its operation as long as they do not conflict with the constitution of the IOU or the committee bylaws.
2. The committee may recommend changes in the bylaws to the board.
3. The committee may hold meetings as needed and/or conduct business by mail, electronically, or by phone.
4. Formal actions of the committee require three positive votes.
5. The committee should review job performance of appointed positions at least every five years.

## FINANCES

1. The committee shall submit a prospective budget for publications under the purview of the committee and for other items.
2. No monies shall be expended beyond the approved budget without prior approval by the board or the president acting for the board, except for unforeseeable cost overruns. Significant cost overruns shall be reported to the committee and the president.
3. No member shall receive remuneration for serving on the committee per se, other than for approved expenses or specific production work on publications.
4. Funds to be paid to editors for the task of publication and distribution shall be reflected in the annual prospective budget.