



**American Fisheries Society**  
**April 2021 Management Committee Meeting**  
**Monday, April 19, 2021**

**Participants:**

Brian Murphy, Leanne Roulson, Cecil Jennings, Scott Bonar, Michelle Walsh, Todd Pearsons, Joe Conroy, Jason Olive, Dan Brauch, Shivonne Nesbit, Patrick Shirey, Marlis Douglas, Randy Schultz (Constitutional Consultant, non-voting), Doug Austen (Executive Director, non-voting)

Emerging Leaders: Corbin Hilling

AFS Staff: Dan Cassidy, Drue Winters, Katrina Dunn, Lauren Maza, Eva Przygodzki, Beth Beard, Shawn Johnston

**Summary of Action Items:**

1. ELMA update of process and expectations – Requested that ELMA Committee chair Mike Colvin circulate current draft document to Division leadership so that they are fully aware of the expectations and responsibilities of the Divisions.
2. Finalize CERF-AFS registration discount
3. Finalize Baltimore meeting registration rate for Developing Nations
4. Develop guidance on payment of honorariums for plenary speakers at AFS annual meetings.

**Minutes of the Meeting:**

1. **Welcome/Determination of Quorum** - Quorum established by Schultz. Meeting called to order by Murphy at 3:04 p.m. Welcome/Determination of Quorum (need 7)
2. Agenda approved
3. Summary of results from the Mid-Year Governing Board Meeting (Austen)
  - a. CRSS vote sent to membership with results expected in about a week
  - b. 2<sup>nd</sup> VP election process ammended to address delayed vote. Candidate statements have been in Fisheries and the webinars are scheduled.
  - c. Gift membership – process needs to be improved. This will be part of the tasks of the new membership director (among others).

**4. Constitutional Consultant**

a. Establishment of the Mote Fellowship (Attachment A)

Proposed Motion #1: That the AFS Management Committee approve the establishment of the William Russell Mote Fisheries Fellowship Award and establish the Mote Fellowship Selection Committee as a subcommittee of the Awards Committee and include the appropriate language in the Society Awards section of the AFS Procedures Manual.

**Moved by Conroy; 2<sup>nd</sup> by Roulson. Approved with unanimous consent**

Proposed Motion #2: As an interim measure to provide for Mote Fellowship Awards in 2021, the MC will solicit and select 6 members of the Mote Selection Committee. These members will be either renominated or replaced at the Incoming GB meeting at the August 2021 AFS business meeting.

**Moved by Conroy; 2<sup>nd</sup> by Roulson. Approved with unanimous consent**

**Discussion:** Mick Walsh suggested that AFS Sections will be able to get names submitted shortly after information on the Mote Committee is circulated to the Sections.

b. Approval of registration rates for the Baltimore annual meeting (Attachment B and C)

Proposed Motion: The Management Committee adopt the rates as proposed in the attached table for the Baltimore annual meeting.

Background: The attached table shows registration rates for the previous four annual meetings. Two of them (Reno and Virtual 2020), however, are substantively different events and don't provide a good pattern for establishing the 2021 rates. Key points include:

1. 2019 Rates were established in connection with TWS and don't align with AFS's rate guidelines
2. The 2020 meeting was held entirely virtual with rates (somewhat) benchmarked against similar society's rates
3. The 2021 rates were developed by setting the Full Member Early (FME) rate to \$595, with subsequent rates as a \$ or % factor of FME
4. Baltimore meeting costs are Budgeted at \$335pp vs. \$211pp Actual in Reno; partly from cost sharing with TWS and overall lower costs
5. The minimum addl costs for offering virtual attendance are \$36,000 (internet=\$25k; Cvent hub=\$7k; Audio-visual=\$4k)
6. We are hearing some nonprofits are pricing their virtual meeting rates at in-person levels or within 10-15% lower
7. The simple case for setting the Regular Member Virtual rate at \$395 is that AFS budgeted \$200pp for F&B. Subtracting \$200 from the in-person Regular Member rate of \$595 resulted in the \$395 proposed rate.
8. The virtual rates are about 1/3 lower than the in-person rates

9. Proposing one set of Virtual rates (no early or late) with content available for at least 6-months post meeting (for all registrants)
10. The current approved meeting registration rate guidance is provided in a separate handout. We recommend that the Management Committee review and revise these to guide the Spokane meeting rate establishment.

**Motion moved by Roulson; 2<sup>nd</sup> by Bonar**

**Discussion:** Conroy noted that the 2014 guidance document and the proposed rates are not consistent.

**Amendment proposed by Conroy** to adjust the Retired Member rate to be the same as the Early Career rate to make them consistent which follows the 2014 guidance in that these rates would be the same but does not follow the 2014 guidance in the rate calculation as being 40% of the Member Regular rate.

**Ammedment 2<sup>nd</sup> by Roulson. Amendment passed with unanimous consent**

Primary Motion Discussion: Conroy inquired about the determination of \$595 as the Member Regular rate. Cassidy noted the progression of rates since the Atlantic City meeting, the guidance for a 20% profit margin, and the fact that other costs (e.g. Cvent, Baltimore union rates, internet, etc.) have increased regularly and our fees need to reflect these costs.

**Primary motion passed with unanimous consent**

Additional Notes on Baltimore registration rate establishment:

- Registration rate for Developing Nations participants will be adjusted from the proposed rate in the motion but we are waiting upon guidance from IFS.
- CERF registration discount rate. CERF proposed \$75 discount for regular registration to the other society meeting. This would be a coupon code that CERF and AFS would make available to those registering for their meeting to use for the other.

c. Oregon State University student chapter by-laws revision

**Motion:** Approve the proposed amendments to the bylaws of the Oregon State University Student Subunit.

**Background:** The proposed minor amendments to the bylaws (highlighted in yellow; Attachment D) were reviewed by the Constitutional Consultant and deemed consistent with the AFS Constitution and Rules. Changes included adding an Ecampus student liaison to focus on off campus subunit members, and to better define excom dates of service.

**Moved by Pearsons; 2<sup>nd</sup> by Roulson. Approved with unanimous consent.**

**5. Baltimore additional update on annual meeting planning.**

- a. In-person go/no-go decision time frame and information gathering – Austen reported on the development of questionnaire and surveys that will be submitted to the Governing Board, key partners (state and federal agency fisheries leaders, university department contacts,

and the general membership). This will be done in June in order to inform the Officers and Governing Board for a July decision.

- b. Plenary speaker honorarium – development of consistent policy. AFS Officers will discuss this and provide a policy recommendation to the Management Committee.

## 6. President/Officers activities report

- A. Brian Murphy – Participated in a number of unit meetings with opportunities to talk about the Baltimore meeting and plan of work activities. Working with AFS members (Christine Moffitt, Ambrose Jearld, Brad Brown and others) on NSF-LEAPS proposal to address diversity, equity, and inclusion in science societies.
- B. Leanne Roulson – Starting to work on the transition to the AFS Presidency as well as planning for the Spokane meeting. Engaged with Mike Colvin in the updating of the ELMA guidance. Plenary speaker for Western Division meeting. Participant in the Climate Ambassadors Program and preparing for virtual Congressional briefing on climate change.
- C. Cecil Jennings – initiating with Western Division and Austen to contact Hawaii members about the Honolulu annual meeting (2024) and re-establishment of a Hawaii chapter.
- D. Scott Bonar – working on climate symposium for the Western Division meeting (with Drue Winters, Wes Neal, and others). Share the World Climate Statement as part of Earth Day social media activities.

## 7. Executive Director and AFS staff reports

- a. Financial report (Dan Cassidy) – AFS was successfully awarded funds through the second Paycheck Protection Program. We are optimistic about “forgiveness” on each of these two PPP funds that AFS has received. The 2020 financial audit has been initiated and AFS has been organizing the many documents and files needed by the audit firm. We expect to hear from Wiley by the end of the month about the year-end payout but are not optimistic that it will be anything other than the contractual minimum due to pandemic related sales declines. A March financial report will be issued prior to the next MC meeting.
- b. Update on Bethesda AFS building and the post-pandemic work environment (Dan Cassidy) – As we start seeing the end of the Covid-19 pandemic, we are all assessing the eventual return to the AFS offices. As has been experienced nationwide, the remote work environment has provided many benefits (and some drawbacks) but the overall effect is a re-evaluation of traditional office settings. Other tenants in the building, particularly TWS, are moving to a permanent remote work setting and are exploring selling or leasing their suites. They have contacted AFS about selling the entire building with the possibility of a higher payout. AFS is evaluating all options and is working on assessing our work needs and office setting requirements. More information will be shared and discussed at future MC and GB meetings.
- c. Policy update (Drue Winters)

- i. World Climate Statement has been sent to all relevant House and Senate staffers and AFS is preparing for an early May virtual Congressional briefing on climate change impacts on aquatic systems and fisheries.
  - ii. It is expected that a RAWA bill will be introduced to the House in the next week or two and, when made available, AFS will engage in actions in support of passage.
  - iii. The Climate Ambassadors Program continues with monthly sessions and is working on ABT and Compass training tools.
- d. Update on 2<sup>nd</sup> VP election process (Lauren Maza) – Candidate statements have been printed in Fisheries, a separate set of questions has been submitted with answers received and will be posted on the AFS website. The final event will be a webinar with the two candidates to be interviewed about their career and involvement with AFS.
- e. Update on CRSS establishment vote (Lauren Maza) – Vote in progress with results compiled in about a week or so.
- f. Membership report (Eva Przygodzki) – Member numbers down, particularly for students.
- g. Update and future MC actions on the Latin American and Caribbean Fisheries Congress (Doug Austen) – Will work with the Officers to better determine needs for AFS determination of financial backing for the Congress
8. Planned MC and GB meetings for remainder of 2021
- a. GB Summer call – Wednesday, August 11, 2021 – Please note that this will be the formal change of AFS Officers event due to the rescheduled annual meeting to November
  - b. Baltimore –
    - i. Management Committee – afternoon of Thursday, November 4
    - ii. Governing Board – Friday, November 5
    - iii. Incoming Governing Board – Morning of November 10
9. Additional Topics.
- a. Todd Pearsons asked about officer transition given the AFS meeting date change to November. The AFS Officers will change over, per the guidance in the Constitution, on the date of the originally scheduled Business meeting would be August 11, 2021.
  - b. Note that Management Committee and Governing Board membership also changes with the August 11 business meeting transition of AFS Officers.
10. Adjourn

# Attachment A

## William Russell Mote Fisheries Fellowship Award

*(Version 1.3; April 8, 2021)*

**Proposed Motion #1:** That the AFS Management Committee approve the establishment of the William Russell Mote Fisheries Fellowship Award and establish the Mote Fellowship Selection Committee as a subcommittee of the Awards Committee and include the appropriate language in the Society Awards section of the AFS Procedures Manual.

**Proposed Motion #2:** As an interim measure to provide for Mote Fellowship Awards in 2021, the MC will solicit and select 6 members of the Mote Selection Committee. These members will be either renominated or replaced at the Incoming GB meeting at the August 2021 AFS business meeting.

Alternative motion: The MC would select this first round of committee members to meet the guidance (two for 3-year, two for 2-year and two for 1-year appointments) that would initially expire at the 2022 AFS Annual Meeting.

### Background

The Mote Scientific Foundation (MSF), founded in 1950, a private grant making foundation will be providing a donation of \$50,000 to the American Fisheries Society (AFS). The purpose of this gift is to afford AFS the opportunity to establish a fisheries graduate student fellowship to support deserving students. The award is to be named for Mr. William Russell Mote. The fellowship is administered by AFS. A special committee of AFS members will make the recipient selection.

### About William Russell Mote

Born in 1906 in Tampa, Florida, Mr. William Russell Mote grew up by the sea and developed an intense love for all the treasures that it holds. Upon retirement, Mr. Mote directed his focus on his love of the sea, serving on The Florida Council of 100 Committee on Oceanography, and in 1967, worked to make Cape Haze Marine Laboratory a thriving marine research facility. His efforts transformed the small Cape Haze Marine Laboratory into the internationally recognized Mote Marine Laboratory and Aquarium in Sarasota, Florida. The International Oceanographic Foundation, the National Marine Sanctuary Foundation, the State of Florida and the U.S. Congress have recognized the life and scientific legacy of Mr. Mote. Mr. Mote is also named in the William R. and Lenore Mote Endowment at Florida State University's Department of Biological Sciences.

### Proposed Award/Objective

Using the initial investment of \$50,000, AFS plans to establish a scholarship honoring Mr. Mote's contribution, to support a one-time award to two graduate students per year, who are working in research that focuses on the conservation and sustainability of fisheries species considered popular for recreation. Eligible fisheries include those found in both marine and freshwater environments.

Each award recipient will receive a one-time monetary award. It is expected these funds will be reserved for aspects of pursuing graduate education (for example tuition, textbooks, equipment, supplies, travel, and

living expenses). This award will be made directly to the student and not to the student's educational institution. It is not intended to replace any funding previously obligated to the student.

### **Eligibility**

The applicant must be a graduate student, officially accepted or currently enrolled, in a masters and doctoral program during the period of one year prior to application. The applicant must be conducting aquatic research in line with AFS objectives, which include "all branches of fisheries science, including but not limited to aquatic biology, engineering, fish culture, environmental sciences, limnology, oceanography, and sociology." The student must be actively engaged in thesis research related to some aspect of conservation; the intent of the award is to support ongoing research costs. The student must be a member of AFS in good standing.

### **Application Requirements**

1. Letter of application no more than two pages stating how they will use the fund to advance the general Mote Fellowship purpose
2. Resume – no more than two pages
3. One letter of support from academic advisor or graduate committee member

### **Committee membership**

Six representatives from AFS Sections selected by the Governing board for three year terms. These will be selected each year at the Incoming Governing Board Breakfast.

Initial appointment is for 2 Sections for 3- years, 2 Sections for 2-years, and 2 Sections for one-year. After this initial period, all appointments would be for three years so that each year 1/3 of the committee would be new.

### **Selection Process**

The William R. Mote Fisheries Fellowship Committee will select the awardees on a competitive basis. The fellowship will be awarded based on the proposed research, academic achievement, and anticipated future contributions by the applicant. Submission of an application acknowledges the applicant's acceptance of the Committee's decision as final.

### **Fund Management**

- A William R. Mote Fund will be established and managed as an endowment with the goal being a perpetual award that appreciates as a result of investment gains and additional donations.
- Two awards will be given each year with amounts determined by fund balance and pre-determined percentage to be awarded so that to ensure fund maintenance or growth.
- Initial grant amount will be two grants for \$1,500 each.

### Fund Management Assumptions

Year	Balance	Interest earned	Interest + balance	Paid Out	New balance
1	\$50,000	\$1,500	\$51,500	\$3,000	\$48,500
2	\$48,500	\$1,455	\$49,955	\$3,000	\$46,955
3	\$46,955	\$1,409	\$48,364	\$3,000	\$45,364
4	\$45,364	\$1,361	\$46,725	\$3,000	\$43,725
5	\$43,725	\$1,312	\$45,036	\$3,000	\$42,036
6	\$42,036	\$1,261	\$43,297	\$3,000	\$40,297
7	\$40,297	\$1,209	\$41,506	\$3,000	\$38,506
8	\$38,506	\$1,155	\$39,661	\$3,000	\$36,661
9	\$36,661	\$1,100	\$37,761	\$3,000	\$34,761
10	\$34,761	\$1,043	\$35,804	\$3,000	\$32,804
11	\$32,804	\$984	\$33,788	\$3,000	\$30,788
12	\$30,788	\$924	\$31,712	\$3,000	\$28,712
13	\$28,712	\$861	\$29,573	\$3,000	\$26,573
14	\$26,573	\$797	\$27,371	\$3,000	\$24,371
15	\$24,371	\$731	\$25,102	\$3,000	\$22,102
16	\$22,102	\$663	\$22,765	\$3,000	\$19,765
17	\$19,765	\$593	\$20,358	\$3,000	\$17,358
18	\$17,358	\$521	\$17,878	\$3,000	\$14,878
19	\$14,878	\$446	\$15,325	\$3,000	\$12,325
20	\$12,325	\$370	\$12,694	\$3,000	\$9,694
21	\$9,694	\$291	\$9,985	\$3,000	\$6,985
22	\$6,985	\$210	\$7,195	\$3,000	\$4,195
23	\$4,195	\$126	\$4,321	\$3,000	\$1,321
24	\$1,321	\$40	\$1,360	\$1,360	\$0

### Additional AFS Responsibilities

1. Maintaining the assets donated to the fellowship as a separate, restricted fund within the AFS portfolio.

2. Announcing and promoting the fellowship in Fisheries and on the AFS website.
3. Assigning a selection committee and ensuring that the committee completes the application review process.
4. Receiving and collating applications and sending them to the selection committee.
5. Ensuring that fellowship winners receive award and are announced in *Fisheries*.

Next steps:

1. Lauren, Katrina and Dan to review draft document and return comments/edits to Doug
2. Doug to submit to Officers for review, comments, edits.
3. Doug to submit to MC for review at the April 19 meeting
4. If approved, request to GB to self-nominate Sections to be on initial Mote Fellowship Award Committee. Officers will make final selection for initial committee.
5. AFS staff to develop online nomination process (Google document or whatever), work with Beth to get announcement in e-newsletter and on website. Letter to all GB members to advertise the award in their communication channels
6. Katrina to work on fundraising campaign to go with initial Mote Fellowship announcement. Focus on Section and Chapter donating? Possible membership donation effort? Corporate sponsors? (goal is to build up the endowment corpus to increase fellowship fund amount)
7. Call for nominations to be advertised on or about May 1. Deadline will be June 1.

# Attachment B

American Fisheries Society													
Annual Meeting Rate History / 2021 Proposed Rates													
Registrant Type	2017 Meeting		2018 Meeting		2019 Meeting		2020 Virtual Mtg		2021 Budget		Virtual	Difference	66.4% ratio to in-person early rates
	Early	Reg	Early	Reg	Early	Reg	Early	Reg	Early	Reg	Rates	From Early	
REG / LIFE	\$480	\$620	\$495	\$640	\$550	\$600	\$195	n/a	\$595	\$745	\$395	\$200	
NM	\$680	\$880	\$730	\$950	\$750	\$950	\$320	n/a	\$795	\$995	\$530	\$265	
EC	\$290	\$380	\$370	\$480	\$380	\$430	\$150	n/a	\$445	\$596	\$300	\$145	
NMEC	\$680	\$880	\$730	\$950	\$750	\$950	\$200	n/a	\$795	\$995	\$530	\$265	
STU	\$170	\$220	\$250	\$330	\$320	\$370	\$100	n/a	\$360	\$507	\$240	\$120	
NMS	\$230	\$300	\$330	\$430	\$530	\$730	\$175	n/a	\$560	\$507	\$370	\$190	
RET	\$290	\$380	\$250	\$330	\$200	\$200	\$100	n/a	\$445	\$596	\$300	\$145	
NMR	\$680	\$880	\$730	\$950	\$750	\$950	\$175	n/a	\$560	\$757	\$370	\$190	
DEV	\$290	\$380	\$370	\$480	\$320	\$370	\$100	n/a	\$360	\$596	TBD	TBD	
One-day Mbr	\$240	\$240	\$250	\$250	\$280	\$280	n/a	n/a	\$280	\$280			
One-day NMbr	\$310	\$310	\$330	\$330	\$330	\$330	n/a	n/a	\$330	\$330			
<b>Background and Considerations:</b>													
1 2019 Rates were established in connection with TWS and don't align with AFS's rate guidelines													
2 The 2020 meeting was held entirely virtual with rates (somewhat) benchmarked against similar society's rates													
3 The 2021 rates were developed by setting the Full Member Early (FME) rate to \$595, with subsequent rates as a \$ or % factor of FME													
4 Baltimore meeting costs are Budgeted at \$335pp vs. \$211pp Actual in Reno; partly from cost sharing with TWS and overall lower costs													
5 The minimum addl costs for offering virtual attendance are \$36,000 (internet=\$25k; Cvent hub=\$7k; Audio-visual=\$4k)													
6 We are hearing some nonprofits are pricing its virtual meeting rates at in-person levels or within 10-15% lower													
7 The simple case for setting the Full Member Early Virtual rate at \$395 is that AFS budgeted \$200pp for F&B													
8 The virtual rates are about 1/3 lower than the in-person rates													
9 Proposing one set of Virtual rates (no early or late) with content available for at least 6-months post meeting (for all registrants)													
10 The current approved meeting registration rate guidance is provided in a separate handout.													

# Attachment C

## MODIFICATION FOR MANAGEMENT COMMITTEE DISCUSSION

*June 7, 2014*

### Quebec City Annual Meeting Registration Fees:

The AFS Management Committee reviewed proposals for establishing registration fees for the annual meeting. Because past fees have varied widely among the categories and there is no guidance to support the establishment of fees, the following was discussed and approved:

1. The registration fee for member-early is the basis for establishment of all other fees. The Management committee will establish this fee for each annual conference. The fee used below in this example (\$390) is only for explanatory purposes. For each meeting the MC should determine the appropriate based member fee.
2. The non-member registration fee at Society Annual Meetings will be the member registration fee plus 250% of the cost of annual member dues. If not a whole \$10 number, then it is rounded up to the next \$10 value. This non-member registration fee will start with the 2015 meeting.
3. Non-member retirees and non-member young professionals pay the same fee as regular non-members.
4. Late registration would be the early plus a 30% markup for all categories.
5. Student registration would be 30% of regular.
6. Retired and Young Professional registration would 40% of regular.
7. One-day would be set at 50% of regular registration and is the same for member and non-member.
8. Guest registration should be established so as to approximately cover the costs of attending all networking events (e.g. socials) and the trade show reception.

Registration Category	Member	Non-Member	Proposed Member	Proposed Non-Member
Regular - Early	\$390	\$490	\$390	\$590
Regular - Late	\$510	\$640	\$510	\$770
Student - Early	\$120	\$145	\$120	\$170
Student - Late	\$155	\$185	\$155	\$230
Young Professional Early	\$160	\$490	\$160	\$590
Young Professional Late	\$205	\$640	\$205	\$770
Retired Member Early	\$160	\$490	\$160	\$590
Retired Member Late	\$205	\$640	\$205	\$770

Daily -Early	\$195	\$195	\$195	\$195
Daily -Late	\$255	\$255	\$225	\$225
Guest-Early	\$150		\$150	
Guests-Late	\$180		\$180	

Students should bring student ID to registration

# Attachment D

## Bylaws of the Oregon State University Student Subunit of the American Fisheries Society

### ARTICLE I. Name, Affiliation, and Objectives

**Section 1: Name** – The name of this organization shall be the Oregon State University American Fisheries Society student subunit

**Section 2: Affiliation** – Sponsors of the Subunit include the Department of Fisheries and Wildlife Science, Oregon State University (OSU); and ORAFS. The Subunit shall conform to the rules and regulations of the OSU Student Activities Committee and OSU; and to AFS' and ORAFS' Constitution, Rules, and Procedures.

Links to AFS Constitution, Rules, and Procedures:

<https://fisheries.org/about/governance/constitution-and-rules/>

<https://fisheries.org/about/governance/procedures/chapters-and-other-units/>

Links to ORAFS Bylaws and Handbook:

<http://www.orafs.org/pdfdocs/BYLAWS%20ORAFS%202011.pdf>

[http://orafs.org/wp-content/uploads/2016/12/2016-ORAFS-Administrative-Handbook-NOV\\_Final.pdf](http://orafs.org/wp-content/uploads/2016/12/2016-ORAFS-Administrative-Handbook-NOV_Final.pdf)

**Section 3: Objectives** – The Subunit's objectives shall be those of AFS as set forth in ARTICLE I of the Constitution. In addition, the Subunit has the following objectives:

- Promote the exchange of regional fisheries, wildlife, and other technical information among Subunit members.
- Encourage student and faculty involvement within the Subunit from all Oregon universities, colleges, and schools.
- Foster interactions between fisheries and wildlife professionals and students.
- Provide opportunities for students to gain skills essential to fisheries, ecosystems management, and conservation, in addition to networking opportunities and connections with fisheries professionals.

### ARTICLE II. Membership

**Section 1: Membership** – The membership of the Subunit shall be open to all students,

alumni, faculty, and staff in the geographic region represented by ORAFS.

**Section 2: Active Members** –All students are eligible for active membership, and upon payment of dues to AFS and ORAFS, are entitled to full privileges including voting, holding office, and chairing a committee.

**Section 3: Advisory Members** – Faculty members of OSU’s Department of Fisheries and Wildlife Science shall be appointed, by the Subunit, as a Subunit advisor as stipulated by the OSU Student Leadership and Involvement recognition. Other faculty members or recognized individuals are eligible for honorary membership.

**Section 4: Non-Discrimination Policy** – The Subunit will not deny membership to anyone, on the basis of race, religion, creed, nationality, sexual orientation, gender, age, disabilities.

**Section 5: Grade Point Average Student Organization Statement** – Grade Point Average (GPA) rules and regulations of the Subunit are the same as those held by OSU.

**Section 6: Resignation** – Any member may withdraw at any time; however, dues paid for succeeding terms will not be refunded.

## ARTICLE III. Officers and Leadership Team

**Section 1: Officers** – The Officers of the Subunit shall consist of a President, Vice President, Secretary, and Treasurer.

**Section 2: Leadership Team** – The Leadership Team shall consist of the Officers, a Primary ORAFS Student Subunit Representative, a Secondary ORAFS Student Subunit Representative, the Communications Director, an Ecampus Student liaison, and three board members. ORAFS Student Subunit Representative positions are suggested to be a two-year commitment and students running for these respective positions are recommended to have attended one ORAFS meeting. A quorum containing two-thirds of the current members is needed for transaction of official business at Leadership Team meetings. All Leadership Team members hold voting privileges, with each member holding one vote on Leadership Team decisions. In the event of a tie, the President’s vote shall be the deciding vote. The Leadership Team shall aim to meet weekly to discuss matters pertaining to the Subunit and will work throughout the year to provide professional skill building opportunities for Subunit members.

**Section 3: Standing, Nomination, and Election** – All officers must be members in good standing of AFS. Students can be nominated by current Officers/ Leadership Team members, faculty, or self-nominated. Officers and Leadership Team members shall be elected during the spring term.

**Section 4: Terms of Office** – Terms are for one full year, starting and ending on the last week of the summer term. There are no limits on the number of terms a member can serve.

**Section 5: Special Powers** – In the event the President and the Vice President are not present,

or unable to continue serving, the Treasurer will preside over the leadership meeting(s) and/or call for a new election as needed. Elected Leadership Team members have the right to represent the Subunit at the University and professional levels.

**Section 6: Resignation** – In the event of a vacated Officer and/or Leadership Team position, the Leadership Team shall appoint a qualified replacement for the remainder of the unexpired term. The Officer and/or Leadership Team member must submit a written resignation and turn over all properties belonging to the Subunit.

**Section 7: Removal from Office** – Any Officer and/or Leadership Team member derelict or remiss in their duties, as determined by the Subunit members, may be removed from office by a two-thirds majority vote of Subunit members choosing to vote; provided said Officer/Leadership Team member is given one full week notice and an opportunity to answer charges. After which a vote will be held and action will be determined based on the outcome of the vote.

## ARTICLE IV. Duties of Leadership Team

**Section 1: President** – The President of the Subunit shall provide leadership, structure, oversight and motivation for Leadership Team members in addition to leading the Leadership Team to develop annual goals and objectives. Other Presidential duties shall include:

- Serve as President of the OSU Student Subunit of American Fisheries Society
- Preside at all Subunit meetings
- Conduct official correspondence for the Subunit
- Serve as chair of the Leadership Team
- Coordinate with Leadership Team to set time and dates for Leadership Team meetings
- During summer term, write a welcome letter to all incoming Fisheries and Wildlife department students, in cooperation with Subunit Advisor and Head Advisor of the Department of Fisheries and Wildlife Sciences
- Assist Secretary with updates to Subunit activity calendar each term, with the fall term calendar developed during summer term
- Chair the Spring Break Trip Committee
- Assist the Leader in charge of Subunit meetings and/or events. If no Leadership Team member is identified as being in charge, the President shall assume responsibilities
- Develop funding proposals with Treasurer
  - o ORAFS Annual Budget (Fall)
  - o ORAFS Funding Requests (Any time before April)

- Submit Outstanding subunit of the year application to the Western Division AFS (Generally Late Fall/Early winter)
- Provide oversight for all committees, including designating chairs, assignments and timelines
- Provide guidance to the incoming President to provide a smooth transition

**Section 2: Vice President** – The Vice President shall assist the President in day-to-day operations and oversee Subunit activities. Other Vice President duties include:

- Serve as Internal Liaison:
  - o Attend faculty meetings and maintains relations between Subunit and OSU Department of Fisheries and Wildlife Science Faculty
  - o Serve as Graduate student liaison and attends Fisheries and Wildlife Graduate Student Association meetings
- Provide oversight on Subunit trips
- Assist trip leaders in planning and ensure trip leaders have followed guidelines and protocols of the subunit
- Oversee and promote member involvement
- Maintain Subunit storage in proper and organized condition
- Coordinates meeting room reservations through OSU FW administrative staff and handles logistics including but not limited to keys, equipment, vehicle acquisitions, etc.
- Shall assume the duties of the President in the event of his/her absence or inability to act

**Section 3: Secretary** – The Secretary shall provide the Subunit with written documentation of meetings and assist in planning and organizing activities and meetings. Other Secretary duties include:

- Record minutes of Leadership Team and Subunit meetings, archive minutes on Department of Fish and Wildlife server, post minutes for membership, and distribute minutes to ORAFS Leadership Team
- Maintain Subunit membership roster
- Chair committee to develop and distribute quarterly Subunit calendar of events; and in association with the President, ensure that all events, activities, and professionals are confirmed
- Update, organize, and maintain hard and electronic copies of all subunit documents and correspondence; including achievements and awards, driver forms, volunteer waiver forms, calendars, trip information, etc.
- Maintain record of activities and achievements and work with other leaders to ensure appropriate documents are saved

- Maintain Subunit mailbox in Nash Hall and distribute mail to proper recipients

**Section 4: Treasurer** – The Treasurer shall maintain up-to-date and accurate financial records of all transactions of the student subunit and provide detailed financial status reports upon request. Additional responsibilities include:

- Develop and maintain the Subunit’s budget for the academic year
- Maintain a Cash Box for events and merchandise sales
- Process all Reimbursement Requests in a timely manner,
- Provide detailed budget reports that describe the electronic balance file for weekly intake and outflow. This includes, but is not limited to, explanation of each deposit and withdrawal: reimbursements, receipts, purchases, fundraising etc.
- Assist the President, ORAFS Student Subunit Representatives, and others with any budget proposals and reporting.
- Provide detailed financial status reports upon request and general updates to the Leadership Team at all meetings.
- Assist with Subunit events, committees, applications, recruiting, outreach and engagement.

**Section 5: Communications Director** – Responsible for managing, updating and editing all website and social media outlets. Specifics and other responsibilities also include:

- Keep the website up to date including updating the public calendar when event dates are finalized; posting details for upcoming events with sign up forms, highlights and photos from past events; changing the Leadership Team pictures and bios; and providing links to newsletters.
- Maintain active presence on all social media accounts by posting live updates during major events, pre-event details, post even highlights and photos, following and reposting relevant information (e.g., Events, Awards, Abstract submission or conference registration deadlines) from research or groups of interest to Subunit members (e.g., ORAFS, AFS, Ichthyology sites, Hatfield Marine Science Center, Marine Team, relevant faculty research, etc.)
- Monitor accounts and communicate with students to answer questions.
- Assist with Subunit events, committees, applications, recruiting, outreach and engagement.

**Section 6: Primary ORAFS Student Subunit Representative** – The Primary ORAFS Student Subunit Representative serves as liaison to the Oregon Chapter of American Fisheries Society Executive Committee. This position does not hold a vote on the Oregon Chapter of the American Fisheries Society Executive Committee. Primary ORAFS Student Subunit Representative duties include:

- Participate in ORAFS Executive Committee meetings

- Invite ORAFS Executive Committee members to attend and present at Subunit Meetings
- Provide subunit update article quarterly for the Piscatorial Press newsletter
- Provide articles for ORAFS correspondence as requested
- Write grant proposals to ORAFS to fund student activities and trips
- Attend ORAFS annual meeting to provide summary of Subunit activities at Business Meeting, in addition to assisting with coordinating and operating merchandise booth
- With the President, submit nomination for National and Western Division Student Subunit- of-the-Year Award, late fall or early winter term but form should be updated quarterly
- Attend ORAFS Executive Committee spring and fall retreats
- Work to facilitate and maintain relations between the Subunit, ORAFS, and other AFS student chapters

**Section 7: Secondary ORAFS Student Subunit Representative** – The Secondary ORAFS Student Subunit Representative partners as a team with the Primary ORAFS Student Subunit Representative to provide support in any appropriate function and responsibility. This position does not hold a vote on the Oregon Chapter of the American Fisheries Society Executive Committee, but may attend monthly meetings when available. As an assistant to the Primary ORAFS Student Subunit Representative duties may include:

- Attend ORAFS Executive Committee meetings
- Assist with providing articles for ORAFS correspondence as requested
- Assist with writing grant proposals to ORAFS to fund student activities and trips
- If the Primary Representative is unable to attend the ORAFS annual meeting to provide a summary of Subunit activities at the Business Meeting, the Secondary Representative will make the announcement, in addition to assisting with coordinating and operating the merchandise booth
- Assist with submitting the nomination for National and Western Division Student Subunit of-the-Year Award, due winter term but form should be updated quarterly
- If invited and available, attend ORAFS Executive Committee spring and fall retreats.
- Assist with any efforts to facilitate and maintain relations between the Subunit and other AFS student chapters

**Section 8: Ecampus Student Liaison** – The Ecampus Student Liaison serves as liaison to all student members not physically present on the Oregon State University campus. This position does not hold a vote on the Oregon Chapter of the American Fisheries Society Executive Committee. Primary Ecampus Student Liaison duties include:

- Support, engage and facilitate involvement of Ecampus students in the Oregon State University American Fisheries Society student subunit by providing information, direct communication, and surveying opinions and interests.
- Encourage Ecampus membership and participation in the American Fisheries Society.
- Create a Biweekly Ecampus-focused newsletter highlighting opportunities for Ecampus students.

- Maintain a Youtube channel or similar repository with previously recorded meetings, events and highlights.
- Plan events that Ecampus students could get involved in such as presentations, discussions, virtual events, or study groups.
- Work with the Oregon State University FW Department advising staff on matters related to Ecampus students.

## ARTICLE V. Elections

**Section 1: Nominations** – One meeting before general elections, the President will ask Subunit members for nominations for each office. The goal being at least two candidates nominated for each position; Subunit members may decline nomination.

**Section 2: Voting** – Elections will be conducted by the Leadership Team. All voting will be conducted by electronic ballot by members eligible to vote. No person shall be elected to more than one office. Elections will be decided by majority vote which will occur in OSU's Winter Term. Newly elected Officers/Leadership Team members will be trained throughout the spring term and installed the last week of OSU's summer term.

**Section 3: In the Event of a Tie** – If two, or more, individuals are running for a position and there is a tie between two, or more, the tied individuals will be voted on by the Leadership Team and the individual with the most votes by the Leadership Team will be elected to that office. If there continues to be a tie with the Leadership Team vote, the president shall hold the deciding vote.

**Section 4: In the Event of a vacancy** - If no one runs for an Officer and/or Leadership Team position, resulting in a vacancy, the position responsibilities will be delegated by the President to Officers as equitably as possible until a qualified candidate can be found and appointed by The Leadership Team for the remainder of the unexpired term.

## ARTICLE VI. Meetings

**Section 1: Regular and Special Meetings** – Subunit meetings shall be held at least annually at such times and places as determined by the Leadership Team. Regular meetings are intended for Subunit business, activities, and presentations directed at the membership. Special meetings are called by the President with approval of Leadership Team and may occur at any time and on short notice to consider specific or emergency matters. Members are strongly encouraged to attend all meetings in order to maximize membership benefits.

**Section 2: Quorum** – A quorum is required for transaction of official business and shall be a majority of the Subunit membership.

**Section 3: Voting** – Decisions at meetings are by majority vote of Subunit members choosing to vote, except 2/3 majorities are required in special cases such as amending Bylaws and suspending a Rule. Voting will take place in person, on paper, or electronically as decided by the Leadership Team.

## ARTICLE VII. Subunit Committee

**Section 1: Committees and Chairs** – Committees and Chairs of committees, except as listed in ARTICLE IV of these Bylaws, shall be appointed and charged by the President. Except for Standing Committees, Subunit committees shall cease to function upon the discharge of the duties for which they were appointed or with the end of the term of the appointing officer.

## ARTICLE VIII. Dues and Fees

**Section 1: Dues** – The Leadership Team shall establish annual dues subject to approval of the voting members.

**Section 2: Fees** – The Leadership Team may assess registration fees for workshops, activities, and other Subunit sanctioned events.

## ARTICLE IX. Bylaws, Resolutions, and Amendments

**Section 1: Bylaws** – The Bylaws are the defining document for the Subunit and take precedence over all other rules and procedures of the Subunit.

**Section 2: Resolutions and Amendments** – Any Subunit member(s) may submit proposals for resolutions or amendments to the bylaws to the Leadership Team. Approval of resolutions or amendments shall require a 2/3 majority vote of members choosing to vote at a regular meeting given the proposal was made at least 14 days prior via email notice and written submission on the Subunit’s bulletin board. Following approval by the Subunit membership, Bylaws must be submitted to the ORAFS President, AFS Constitutional Consultant, and OSU Student Leadership and Involvement Office within 45 days of Subunit approval of the amendment. Amendments/ resolutions take effect when the Subunit receives notice of their approval by the AFS Management Committee from the AFS Executive Director, and OSU’s Student Leadership and Involvement Office.

## ARTICLE X. Administrative and Fiscal Management

**Section 1: Financial Affairs** – The Subunit operating year ends on the last day of OSU’s spring term. All funds will be deposited into the OSU Student Activities Subunit account. Funds will be controlled by the Treasurer, at the discretion of the Leadership Team.

**Section 2: Subunit Documents** – The Subunit shall maintain an electronic database accessible to all Leadership Team members) containing the Bylaws, meeting minutes, correspondence, committee reports, financial records, membership information, and all other pertinent material.

**Section 3: Orientation** – The Leadership Team shall be responsible for thoroughly briefing their successors during the OSU spring term before change of power occurs.

## ARTICLE XI. Dissolution

**Section 1:** Upon dissolution of the Subunit, the Leadership Team shall turn all monies over to the OSU Student Leadership and Involvement office for disposal. Other property shall be donated to the OSU Department of Fisheries and Wildlife Sciences, ORAFS, or similar organizations as necessary.