



# Management Committee Meeting Notes

Friday, May 13, 2022

## Participants:

### Management Committee Members:

In-person: April Croxton, Cecil Jennings, Brian Murphy, Patrick Shirey, Brian Nerbonne, Laurie Earley, Melissa Wuellner, Marybeth Brey, Randy Schultz (Constitutional Consultant, non-voting), Doug Austen (Executive Director, non-voting)

Guests: Justin VanDeHay, Chair, AFS Certification Committee

Emerging Leaders: Kaylyn Zipp, Brian Gallagher, Christina Murphy

AFS Staff: Dan Cassidy, Lauren Maza, Drue Winters, Beth Beard

## Meeting Notes:

1. **Welcome/Determination of Quorum** (need 7) - Quorum established by Randy Schultz and meeting called to order by April Croxton at 3:03 p.m. ET
2. **Approval of Agenda**- Approved by unanimous consent.
3. **Review of April 8, 2022 Management Committee minutes** - Approved by unanimous consent.
4. **Constitutional Consultant Report** - (Randy Schultz)
  - a. **Motion:** Board of Professional Certification revision to Procedures Manual (Attachment A)  
Moved by Brian Murphy (no second needed for committee report)  
Review of changes provided by Justin Van De Hay, chair of committee  
Motion passed by unanimous consent.
  - b. **Motion:** Communications Committee revision to Procedures Manual ([Attachment B](#))  
Moved by Marybeth Brey (no second needed for committee report)  
Motion passed by unanimous consent.
  - c. **Motion:** Approve four new student subunit bylaws; AFS - San Luis Obispo County (California Polytechnic State University, and Cuesta College; [Attachment C](#)), the University of Wisconsin-La Crosse ([Attachment D](#)), the University of Delaware ([Attachment E](#)), and the University of North Texas ([Attachment F](#)).  
**Background:** The proposed minor amendments to the bylaws of all four student subunits were reviewed by the Constitutional Consultant and deemed consistent with the AFS Constitution and Rules.  
Motion by Brian Nerbonne  
Motion passed by unanimous consent.

**5. Policy Update (Drue Winters)**

- a. Action on Recovering America's Wildlife Act (RAWA) is imminent. Likely to be quicker movement in the Senate than in the House, although nothing appears to be certain. Two action alerts will be sent out probably during the week of June 6. Targets will be key members of the House and Senate critical to the votes.
- b. AFS is working with Royal Gardner, Stetson Law School, and colleagues on an amicus brief on the Sackett case, which is another Waters of the U.S. issue. This is being done in conjunction with CASS and several additional science societies including the Ecological Society of America (ESA), the American Institute for Biological Sciences (AIBS), and the Society for Ecological Restoration (SER).

**6. Officer Updates**

- a. April Croxton – Primarily preparing for attendance at JASM and associated work with the DEI NSF-LEAPS grant and the Future of CASS working group.
- b. Brian Murphy – Review the work on the grave marker of Lochie Jo Allen (see Attachment G). Will work with Peter Turcik to get story in Fisheries magazine.

**7. Staff Updates**

- a. Finances (Dan Cassidy) – reported that AFS is now in the midst of completely re-working its financial management processing and has started work with an outside accounting and business management contractor, Cordia
- b. JASM status – Starts on Sunday, May 15, with over 3,000 people registered.
- c. AFS 2022 Spokane planning update and plans for MC and GB meetings were reviewed.
- d. Latin America and Caribbean Congress – call for volunteers on planning committees (Miguel Garcia Bermudez and Doug Austen)
- e. AFS 2023 Grand Rapids planning update – people interested in working on the planning committee should contact Shawn Johnston

**8. Meeting adjourned at approximately 3:55 p.m.**

# Attachment A – Proposed Procedures Revisions for Board of Professional Certification

## Board of Professional Certification

### Purpose:

Certifies fisheries professionals based on standards and requirements adopted by the Governing Board.

### Composition:

The Board of Professional Certification comprises three subcommittees: the Education Subcommittee, the Experience Subcommittee, and the Professional Development Subcommittee. Each subcommittee will consist of five Certified Fisheries Professionals serving staggered three-year terms, one of whom shall be appointed chair of the subcommittee. ~~Therefore, the committee will have at least 15 members as described below.~~

~~The Board Chair is appointed by AFS President and may be either a subcommittee chair or a member with prior knowledge and experience related to the Certification process. One of the subcommittee chairs will be appointed Chair of the Board of Professional Certification. The Chair is responsible for coordination of Board activities.~~

The Education Subcommittee must have at least one member from each Division, and all members must be faculty members from colleges and universities at the time of appointment.

The Experience Subcommittee must have at least one member from each Division, and have at least two employees of government agencies at the time of their appointment and one from the private sector at the time of ~~his or her~~their appointment.

The Professional Development Subcommittee must have at least one member from each Division, and have at least one faculty member from a college or university, one employee from a government agency, and one from the private sector. Members must be from those groups at the time of their appointment.

The outgoing/ continuing Chair queries each member's intent to continue to serve annually and provides a summary of all members to the incoming chair or co-chairs and the AFS President.

### Duties:

This committee approves or rejects applications for professional certification. It is their obligation to be fair and objective and to maintain the integrity of the process. They should also strive to complete reviews in a timely manner.

**Commented [VJ1]:** Currently (and prior to me) this is not exactly how we have been operating.

To reduce workload we have an "Overall Chair" and then each of the three listed subcommittees also has a chair; the chair of the subcommittees has not ALSO been the overall chair for at least 10 years or longer. I moved from Education Subcommittee Chair to overall Chair when Trent Sutton left the position. I believe Trent also was previously the Education Subcommittee Chair prior to being the overall chair.

I think it would be prudent to change the language to say "One of the subcommittee chairs **can** be appointed Chair of the Board..."

And then add in "**or an overall chair can be a person with prior knowledge and experience related to the Certification process but is not one of the subcommittee chairs.**"

**Commented [LR2R1]:** I took a stab at summarizing this in the first sentence.

Each member must become familiar with and knowledgeable about the certification guidelines as published in these procedures and on the website at

<https://fisheries.org/membership/afs-certification/>  
[http://fisheries.org/docs/cert\\_pep.pdf](http://fisheries.org/docs/cert_pep.pdf); This committee reviews and updates these criteria periodically and presents recommended changes to the Management Committee for adoption.

Submit midyear and annual reports to the AFS President, on time and in the prescribed format.

Maintain complete and orderly files of committee correspondence and action for transmission to the incoming chair where appropriate. This should include memos to the files describing any new procedures or modifications used during the year.

#### Operational Guidelines:

The Education Subcommittee approves or denies applications with regard to educational requirements. Updated education requirements are contained in Appendix II, described on the website : <https://fisheries.org/membership/afs-certification/>

The Experience Subcommittee approves or denies applications with regard to professional experience requirements.

The Professional Development Subcommittee will work with the Coordinator of Unit Services to review Professional Development requests (both for certification and renewal).

Applications for Certified Fisheries Professional must be approved by all three subcommittees.

Applications for Associate Fisheries Professional must be approved only by the Education Subcommittee.

Applications to upgrade from Associate Fisheries Professional to Certified Fisheries Professional must be approved by the Experience Subcommittee and the Professional Development Subcommittee provided the Associate Fisheries Professional status has not expired.

Applications for Emeriti status must be approved only by the Coordinator of Unit Services. The Experience Subcommittee should evaluate applications if there are uncertainties or disagreements with applicants.

Applications for Certified Fisheries Professional under the “established fishery professional” category must be approved by the Experience Subcommittee and the Professional Development Subcommittee.

The Board may choose to table applications which are incomplete or require additional clarification. Applicants will be given 90 days to provide additional information in support of their applications as requested by the Board. The application will be denied if such information is not provided.

The Board responds to inquiries from the Board of Appeals as appropriate.

The Coordinator of Unit Services is responsible for overall coordination and distribution of applications to the subcommittees. This includes answering questions and assisting members

**Commented [LR3]:** Good example of a committee with links to support documents.

**Commented [VJ4R3]:** I'm glad you posted this because this file must not have been updated the last time we edited/updated the certification guidelines. Based on extensive work with the ad hoc "ICE" committee a few years ago we revised the requirements to allow for some work experience and internships/seasonal employment to be substituted in for a limited amount of coursework. We also now require BOTH oral and written communication credits and a sampling techniques course. The ICE committee was established following former President Steve McMullin et al. 2016 publication in "Fisheries" on "Are we preparing the next generation of fisheries professionals..."

<https://www.tandfonline.com/doi/pdf/10.1080/03632415.2016.1199218>

<https://fisheries.org/membership/afs-certification/>

Click on the "after July 2002" application form. This was approved

**Commented [LR5]:** I'm suggesting this for all committee just to get in the committee procedures in more than one place.

**Commented [VJ6R5]:** Looks good. AFS - the "Coordinator of Units" maintains a lot of this for us. But I certainly keep all the emails I get.

**Commented [SR7]:** I would suggest postpone, delay, or something similar. "Table" used in this manner reminds me of a Robert's Rules of Order motion, and is confusing. At least to the CC :)

**Commented [VJ8R7]:** Randy I tried looking up some alternative synonyms for "Table" and "Tabled" as a verb but none seem as accurate as "Tabled" so if you can live with it I think this is actually the correct term here.

in the preparation of their application. This also includes initial screening of applications to verify that all information provided by the applicant meets minimum certification requirements. Applications ~~should be rejected~~ which clearly do not meet requirements will be rejected and returned to applicants with an explanation of the identified deficits. The appropriate subcommittee(s) should evaluate applications if there are uncertainties or disagreements with applicants.

This is a confidential process; Board members may not show or discuss applications or reveal the reasons for negative decisions to anyone except other Board members, Board of Appeals members, AFS Staff involved with certification, and the applicant.

Each round of certification reviews consists of 2-two votes. The first round is referred to as Round 1: pPre-decision comments.

This is where subcommittee members do the most intensive review of the applications. Each subcommittee chair compiles all comments and distributes the results to the Board Chair and the Unit Services Coordinator. ~~In cases of a split vote all members should review the application again and submit their final decision. If decisions are unanimous on the first round there is no need for a second evaluation.~~

Round 2: Decision Vote.

Once the Unit Services Coordinator receives reviews from all three subcommittees, they send the Board Chair a compilation of all members' votes on all applicants. Three negative or 3-three positive votes are required for a final decision on each subcommittee. If decisions are unanimous on the first round there is no need for a second evaluation. In cases of a split vote all members should review the application again and submit their final decision.- If decisions are unanimous on the first round there is no need for a second evaluation. It is the Board Chair's responsibility to make a final decision if there is an even split ~~(2 to 2)~~.

The emeriti reviews require no pre-decision comment. Individuals who held the CFP designation for at least twenty (20) years (need not be consecutive) and who are employed less than full time or are retired, may request emeriti status through which they can maintain their CFP status without the renewal requirement.

**Commented [LR9]:** Subcommittee chair or board chair?

**Commented [VJ10R9]:** Board Chair - assuming they are not a subcommittee chair. The subcommittee chair's vote would have been included in the initial 3-3 split.

So, herein lies the (potential) issue if we do not have an overall chair and one of the subcommittee chairs is also the overall chair.

In the rare instances when we have had a 3-3 split I have worked with the subcommittee chair to try and develop consensus prior to submitting my final recommendation. But perhaps this is just my leadership style and a future chair wouldn't necessarily have to do that.

**Commented [VJ11]:** This is essentially how things are done. However, currently each batch of applicants goes out to review to the appropriate subcommittee(s). After all applicants are reviewed, the chair of each subcommittee sends our AFS contact person (I guess termed the Coordinator of Unit Services) an email with their reviews. I am cc'd on those. Once our AFS contact receives reviews from all three subcommittees they send me an Excel file with everyone's votes on all applicants. Then I make a final decision for each applicant based on the subcommittee's reviews. If there are every questionable applicants I follow up with subcommittee chairs for discussion, or we table the applicant and ask for clarifying information.

I would be happy to walk AFS folks through the current process to make sure it is acceptable within these guidelines, or perhaps if we need to change the language here..

# Attachment B – Proposed Procedures Revisions for Communications Committee

Track changes version below followed by a clean copy.

## Communications Committee

### Purpose:

~~Provides guidance to AFS leaders. Assists and advises the President, units, and staff on the development, strategic planning, implementation, and evaluation of training for internal and external communications strategies and actions (e.g., and products). The Committee sets criteria and guidelines to ensure quality control of all communications sponsored by the AFS website, newsletter, social media, marketing materials, brand revitalization).~~ Society.

### Composition:

The committee consists of a chair and representation from the divisions, units, membership, staff, and officers (Standing Members) that are most closely associated with implementing current high priority communications processes and products. Members represent each of the Divisions, relevant units, and reflect the range of current communications efforts in AFS, along with other functions such as unit leadership training, continuing education, and web presence. Additional voting members could be added as appropriate.

### Standing Members:

- ~~1. Committee Chair appointed by the AFS President.~~
- ~~2. One Northeastern Division representative from each of the four Divisions;~~
  - ~~o North Central Division representative~~
  - ~~o Southern Division representative~~
  - ~~o Western Division representative~~
- ~~3. Representatives of each of the following units/groups: Electronic Services Advisory Board, from appropriate units and/or such as the Fisheries and Information & Technology Section, Science Communications Section, Membership Committee, Publications Overview Committee, Science Communications Section, and Student/Students/Young Professional Members; Professionals, etc.~~
- ~~4. AFS communications staff; and Staff (non-voting).~~
  - ~~o Others, as appropriate~~

All members of the committee are voting members, with the exception of AFS staff.

### Duties:

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~~1. Assist in developing and maintaining the AFS Communications Strategic Plan at the society, unit, and subunit levels that support the integrity of the society's image or brand.~~

~~The committee provides expertise and guidance on developing and implementing a strategic and integrated approach to how AFS uses the full capabilities of its existing communication channels (e.g., the Society website, marketing materials, newsletter, and social media). Communications functions conducted by the Society must systematically meet the goals and objectives of AFS through establishing clear guidelines and expanding the current approach to communications.~~

The committee will:

~~1. Assess and develop communications strategies based on a comprehensive review of AFS as an organization, existing AFS communications, the needs of AFS members and other groups, effective and current mission and messages, and benchmarking of AFS communications.~~

~~2. Post the current communications plan and results of evaluations online for consideration and use by AFS members, officers, and units/subunits.~~

~~2. Produce or review materials for inclusion in the *American Fisheries Society* AFS Procedures manual, *Manual*, such as:~~

~~4. Branding guidelines; Guidelines~~

~~5. Social media guidelines; and Media Guidelines~~

~~6. Other documents, as needed;~~

~~4. Work with AFS staff, officers, and other representatives of the *society* Society, units, and subunits to incorporate evaluation, development, and implementation of communications strategies through various AFS communication channels.~~

~~5. Promote awareness, guidance, concurrence, and strategic implementation with the AFS community affected by implementation of strategies, and associated guidelines. The committee works with AFS units and committees as necessary to provide or obtain expertise and training on communications strategies and tactics to be delivered through AFS-sponsored activities.~~

Operational Guidelines:

~~Hold monthly meetings via teleconference and webinar with typical agenda items, including AFS communications staff updates, annual meeting communications activities, and AFS brand revitalization.~~

None specified at this time.

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## Communications Committee

Purpose:

Assists and advises the President, units, and staff on strategic planning, implementation and training for internal and external communications and products. The Committee sets criteria and guidelines to ensure quality control of all communications sponsored by the Society.

Composition:

The committee consists of a chair and representation from the divisions, units, membership, staff, and officers (Standing Members) that are most closely associated with implementing current high priority communications processes and products. Members represent each of the Divisions, relevant units, and reflect the range of current communications efforts in AFS, along with other functions such as unit leadership training, continuing education, and web presence. Additional voting members could be added as appropriate.

Standing Members:

- Committee Chair
- Northeastern Division representative
- North Central Division representative
- Southern Division representative
- Western Division representative
- Representatives from appropriate units and/or such as the Fisheries Information & Technology Section, Science Communications Section, Membership Committee, Publications Overview Committee, Students/Young Professionals, etc.
- AFS Staff (non-voting)

Duties:

The committee provides expertise and guidance on developing and implementing a strategic and integrated approach to how AFS uses the full capabilities of its existing communication channels (e.g., the Society website, marketing materials, newsletter, and social media). Communications functions conducted by the Society must systematically meet the goals and objectives of AFS through establishing clear guidelines and expanding the current approach to communications.

The committee will:

1. Assess and develop communications strategies based on a comprehensive review of AFS as an organization, existing AFS communications, the needs of AFS members and other groups, effective and current mission and messages, and benchmarking of AFS communications.
2. Produce or review materials for inclusion in the *AFS Procedures Manual*, such as:
  - o Branding Guidelines
  - o Social Media Guidelines
  - o Other documents, as needed
3. Work with AFS staff, officers, and other representatives of the Society, units, and subunits to incorporate evaluation, development, and implementation of communications strategies through various AFS communication channels.
4. Promote awareness, guidance, concurrence, and strategic implementation with the AFS community affected by implementation of strategies and associated guidelines. The committee works with AFS units and committees as necessary to provide or obtain expertise and training on communications strategies and tactics to be delivered through AFS-sponsored activities.

Operational Guidelines: None specified at this time.

# Attachment C –

## Bylaws of the San Luis Obispo County Student Subunit of the California - Nevada Chapter of the American Fisheries Society

### Article I. Name and Objectives

1. The name of this organization shall be the American Fisheries Society Student Subunit at San Luis Obispo County herein referred to as AFS – SLOC. The AFS – SLOC will be a part of the California – Nevada Chapter of the American Fisheries Society hereinafter referred to as the Subunit, Chapter, and Society respectively.
2. The objectives of the Subunit shall be those of the Society as set forth in Article I of the Constitution. In addition, the Subunit also has the following objective:

The objective of this student subunit is to provide a welcoming environment for undergraduate and graduate students within San Luis Obispo County to explore the field of fisheries science and partake as society members in professional development, outreach, and networking within the community.

3. All activities of this Subunit shall conform to the Society's Constitution, Rules, and Procedures.

### Article II. Membership

1. The membership of the Subunit shall be composed of San Luis Obispo County students, faculty, staff, and alumni of all backgrounds regardless of race, religion, sex, sexual orientation, color, disability, national origin, age, or marital status who are active members of the California-Nevada Chapter.
2. Only active members of the Society may vote, hold office, or chair a committee.
3. Only student Subunit members may hold office, serve as committee chairs, or vote on Subunit business. The President and/or Subunit Executive Committee shall appoint faculty advisor(s).

### Article III. Officers

1. The officers of the Subunit shall consist of a President, Vice President – Public Relations Chair, and Secretary – Treasurer.
2. All officers must be members in good standing of the Society.
3. Officers shall be nominated by a nominating committee appointed by the President. Officers shall be elected by a majority of ballots casts and election methods shall be determined by the Executive Committee.
4. Terms of newly elected officers shall change at the fall meeting and assume positions directly after the votes have been counted.
5. The Subunit Officers may hold office for a period longer than one year if there are no other candidates, but the term of the officers shall be one year unless re-elected.

6. In the event of a vacated position, the Executive Committee shall appoint a qualified replacement to fill the unexpired term.
7. No elected officer or appointed committee member of the Subunit shall receive any salary or other compensation. Expenses associated with Subunit-related activities may be defrayed from funds available to the Subunit when authorized by the Executive Committee.

#### Article IV. Duties of Officers

1. The President shall:
  - a. Preside at all meetings;
  - b. Serve as Chair of the Executive Committee;
  - c. Appoint all committees;
  - d. Coordinate the activities of the Subunit's standing and special committees and serve as liaison between such committees and the Executive Committee;
  - e. Represent the Subunit and the California-Nevada Chapter;
  - f. Represent the Subunit at regional and national meetings of the Society when able;
  - g. Be responsible for presenting awards;
  - h. Attend the election and announce the winners;
  - i. Conduct official correspondence for the Subunit and present reports of Subunit activities at the annual meeting;
  - j. Make such appointments and perform other duties and functions as are authorized and necessary. This may include observing all subunit operations, exchange/management of funds, event, and activity planning; and
  - k. Proceed to the office of Past-President at the end of the term
2. The Vice President – Public Relation Chair shall\*:
  - a. Serve on the Executive Committee;
  - b. Serve as the chair of the Nominating Committee;
  - c. Serve as the chair of the Program Committee;
  - d. Work closely with the President and assist when appropriate;
  - e. Receive application for all classes of American Fisheries Society memberships and shall forward to the Membership Committee Chair of the Chapter;
  - f. Shall assume the duties of the President in the event of his/her absence or inability to act;
  - g. Create, develop, and manage Subunit website and social media accounts;
  - h. Develop subunit newsletter that is sent out minimally every quarter;
  - i. Manage communications from social media and websites from the public; and
  - j. Promote all scholarship/grant opportunities, committee meetings, retreats, colloquiums, conferences, social and philanthropic events

\*In the event Vice President – Public Relation Chair position is split among two positions, Vice President will handle responsibilities A, B, C, D, E, and F, and Public Relations Chair will

handle responsibilities G, H, I, and J, respectively. Each shall serve on the Executive Committee and participate in conducting the election.

3. The Secretary – Treasurer shall\*\*:

- a. Keep the official records of the Subunit, collect and be custodian of any fees or assessments authorized by these bylaws or funds allotted to the Subunit by the Society;
- b. Disburse funds only as authorized by either the membership of Executive Committee;
- c. Submit, at the annual Subunit meeting, the year-end report for the previous fiscal year and a comparison of approved versus actual income and expenditures for the current fiscal year;
- d. Along with the President, serve as chief fundraiser officer for the subunit;
- e. Submit minutes of the Subunit meetings to the President and Subunit Executive Committee for review and approval within 30 days after each meeting;
- f. Submit minutes of the annual Subunit meeting to the President of the California - Nevada Chapter within 30 days after the annual Subunit meeting;
- g. Serve on the Executive Committee; and
- h. Conduct the election.

\*\*In the event Secretary - Treasurer position is split among two positions Treasurer will handle responsibilities A, B, C and D, respectively Secretary will handle responsibilities E, F, G, and H. Each shall serve on the Executive Committee and participate in conducting the election.

4. The Past-President of the Subunit shall:

- a. Be the immediate outgoing President;
- b. Assume the duties of the President if both the President and the Vice-President is absent; and
- c. Provide guidance to the Subunit, aiding in duties when appropriate.

**Article V. Subunit Executive Committee**

1. The Executive Committee of the Subunit shall consist of elected officers and other members as appointed by the President.
2. The Executive Committee is authorized to act on behalf of the Subunit between meetings.
3. A majority of voting Executive Committee members constitutes a quorum. A quorum is required for transactions of official business at an Executive Committee meeting. Executive Committee members can appoint proxies.
4. Each member of the Executive Committee shall have one vote on Executive Committee decisions. In the event of a tie, the President's vote shall be the deciding vote.
5. Executive Committee meetings are called by the President and are held three times a year (Winter, Spring, and Fall).

#### **Article VI. Meetings and Voting**

1. The Subunit shall hold at least one monthly meeting at a time and place designated by the Executive Committee. Special meetings may be called by the President, especially ahead of any planned fisheries related events, with approval of the Executive Committee.
2. A quorum is required for transactions of official business and shall be attended by at least 20% of members.
3. Business and voting may be conducted via mail or electronic media if approved by the Executive Committee.
4. Student members shall nominate candidates (also must be members) including themselves. The candidate receiving the majority of votes on the written or approved electronic media ballot shall be declared elected.
5. Unless otherwise specified in these Bylaws or the Constitution of the Society, meetings are conducted according to the latest edition of Robert's Rules of Order.
6. Decisions at meetings are by simple majority of Active Members voting, except 2/3 majorities are required in special cases such as amending the Bylaws and suspending a Rule. Other less frequently used voting requirements are described in Robert's Rules of Order.

#### **Article VII. Subunit Committees**

1. Committees and Chairs of committees, except as listed in Articles IV and V of these Bylaws, shall be appointed, and charged by the President. Except for Standing Committees, these 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.
2. Standing Committees help the President and the Executive Committee conduct the Subunit's affairs, and the chairs should report their committees' activities, findings, and recommendations at Subunit meetings and interim meetings of the Executive Committee.
3. The Subunit does not have a standing committee established at the time of current bylaws being submitted but will be determined at the AFS – SLOC spring meeting.

#### **Article VIII. Dues and Fees**

1. The Executive Committee shall establish annual dues subject to approval of the members voting at the April meeting.
2. The Executive Committee may assess registration fees for meetings.

#### **Article IX. Bylaws**

1. The Bylaws are the defining document for the Subunit and take precedence over all other rules and procedures of the Subunit. The Bylaws cannot be suspended and cannot be changed without prior notice to members.

- A. The Bylaws may be amended by a 2/3 majority of Active Members choosing to vote, provided that the proposed amendment(s) are circulated in writing to the membership at least 30 days prior to voting.
- B. In accordance with the Society Constitution, a proposed amendment shall be reviewed by the Society's Constitutional Consultant for conformity with the Constitution, Rules and Procedures of the Society prior to Subunit vote. The Constitutional Consultant presents the adopted amendment to the Society's Management Committee for approval.
- C. Amendments take effect when the Subunit receives written notice of their approval by the Society's Management Committee from the Society's Executive Director.

# Attachment D

## Bylaws of the Freshwater Ecology and Management Club University Subunit of the Wisconsin Chapter of the American Fisheries Society

### Article I. Name and Objectives

1. The name of this organization shall be the Freshwater Ecology and Management Club-University of Wisconsin- La Crosse Subunit of the Wisconsin Chapter of the American Fisheries Society hereinafter referred to as the Subunit, Chapter, and Society respectively.
2. The objectives of the Subunit shall be those of the Society as set forth in Article I of the Constitution. In addition the Subunit also has the following objective:

*To promote conservation of freshwater ecosystems and fisheries resources by encouraging students to take an active role in aquatic fisheries sciences and exchanging relevant information among members. All activities of this Subunit shall conform to the Wisconsin Chapter of the American Fisheries Society's Constitution, Rules, and Procedures.*

### Article II. Membership

1. The membership of the Subunit shall be composed of University of Wisconsin-La Crosse students, faculty, and alumni who are active members of the Chapter.
2. Only active members of the Society may vote, hold office, or chair a committee.

### Article III. Officers

1. The officers of the Subunit shall consist of a President, Vice President, Secretary, and Treasurer.
2. All officers must be members in good standing of the Society.
3. Officers shall be nominated by a nominating committee appointed by the President. Officers shall be elected by a majority of ballots cast and election methods shall be determined by the Executive Committee.
4. Terms of newly elected officers shall change at the meeting closest in time to the Society's annual meeting in the spring semester.
5. The Subunit Officers shall serve for a period of one year in each office, and shall be ineligible for reelection for a period of one year after the expiration of their term.
6. In the event of a vacated position, the Executive Committee shall appoint a qualified replacement to fill the unexpired term.
7. No elected officer or appointed committee member of the Subunit shall receive any salary of other compensation. Expenses associated with Subunit-related activities may be defrayed from funds available to the Subunit when authorized by the Executive Committee.

#### Article IV. Duties of Officers

1. The President shall:
  - a. Preside at all meetings;
  - b. Serve as Chair of the Executive Committee;
  - c. Appoint all committees;
  - d. Coordinate the activities of the Subunit's standing and special committees and serve as liaison between such committees and the Executive Committee;
  - e. Represent the Subunit to the Wisconsin Chapter;
  - f. Conduct official correspondence for the Subunit and present reports of Subunit activities at the annual meeting; and
  - g. Make such appointments and perform other duties and functions as are authorized and necessary.
2. The Vice President shall:
  - a. Serve on the Executive Committee;
  - b. Serve as the chair of the Nominating Committee;
  - c. Serve as the chair of the Program Committee; and
  - d. Shall assume the duties of the President in the event of his/her absence or inability to act.
3. The Treasurer shall:
  - a. Collect and be custodian of any fees or assessments authorized by these bylaws or funds allotted to the Subunit by the Society;
  - b. Disburse funds only as authorized by either the membership of Executive Committee.
  - c. Submit, at the annual Subunit meeting, the year-end report for the previous fiscal year and a comparison of approved versus actual income and expenditures for the current fiscal year;

#### The Secretary shall:

- a. Keep all official records of the subunit;
- b. Submit minutes of the annual Subunit meeting to the President of the Wisconsin Chapter within 30 days after the annual Subunit meeting;
- c. Serve on the Executive Committee; and
- d. Conduct the election.

#### Article V. Executive Committee

1. The Executive Committee of the Subunit shall consist of elected officers and other members as appointed by the President.
2. The Executive Committee is authorized to act on behalf of the Subunit between meetings.

3. A majority of voting Executive Committee members constitutes a quorum. A quorum is required for transactions of official business at an Executive Committee meeting. Executive Committee members can appoint proxies.
4. Each member of the Executive Committee shall have one vote on Executive Committee decisions. In the event of a tie, the President may cast the deciding vote.
5. Executive Committee meetings are called by the President and are typically held three times a year.

#### Article VI. Meetings and Voting

1. The Subunit shall hold at least one meeting annually at a time and place designated by the Executive Committee. Special meetings may be called by the President with approval of the Executive Committee.
2. A quorum is required for transactions of official business and shall be a minimum of 20% of the Subunit membership.
3. Business and voting may be conducted via mail or electronic media if approved by the Executive Committee.
4. Unless otherwise specified in these Bylaws or the Constitution of the Society, meetings are conducted according to the latest edition of Robert's Rules of Order.
5. Decisions at meetings are by simple majority of Active Members voting, except 2/3 majorities are required in special cases such as amending the Bylaws and suspending a Rule. Other less frequently used voting requirements are described in Robert's Rules of Order.

#### Article VII. Subunit Committees

1. Committees and Chairs of committees, except as listed in Articles IV and V of these Bylaws, shall be appointed and charged by the President. Except for Standing Committees, these 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.
2. Standing Committees help the President and the Executive Committee conduct the Subunit's affairs, and the chairs should report their committees' activities, findings, and recommendations at Subunit meetings and interim meetings of the Executive Committee.
3. The Subunit has established the following Standing Committees:

Nominating committee: Receive and keep record of nominations for officer positions.

Program Committee: Organize, develop, and take measures towards to the completion of various programs and activities the club will assemble

#### Article VIII. Dues and Fees

1. The Executive Committee shall establish annual dues subject to approval of the members voting at the April meeting.
2. The Executive Committee may assess registration fees for meetings.

## Article IX. Bylaws

1. The Bylaws are the defining document for the Subunit and take precedence over all other rules and procedures of the Subunit. The Bylaws cannot be suspended and cannot be changed without prior notice to members.
  - A. The Bylaws may be amended by a 2/3 majority of Active Members choosing to vote, provided that the proposed amendment(s) are circulated in writing to the membership at least 30 days prior to voting.
  - B. In accordance with the Society Constitution, a proposed amendment shall be reviewed by the Society's Constitutional Consultant for conformity with the Constitution, Rules, and Procedures of the Society. The Constitutional Consultant presents the adopted amendment to the Society Management Committee for approval.
  - C. Amendments take effect when the Subunit receives written notice of their approval by the Management Committee from the Executive Director.

Updated July 1, 2019 (Randall Schultz, AFS Constitutional Consultant)

# Attachment E

## Bylaws of the University of Delaware Subunit of the Mid Atlantic Chapter of the American Fisheries Society

### Article I. Name and Objectives

1. The name of this organization shall be the University of Delaware Subunit of the Mid Atlantic Chapter of the American Fisheries Society hereinafter referred to as the Subunit, Chapter, and Society respectively.
2. The objectives of the Subunit shall be those of the Society as set forth in Article I of the Constitution. In addition the Subunit also has the following objective:

*To encourage the exchange of regional fisheries information among students and Subunit members as well as encourage student involvement in the Chapter, Division, and Society. To further promote networking, education, and outreach among members, the Society, and the local Delaware community.*

All activities of this Subunit shall conform to the Society's Constitution, Rules, and Procedures.

### Article II. Membership

1. The membership of the Subunit shall be composed of University of Delaware students, faculty, and staff who are active members of the Chapter.
2. Only active members of the Society may vote, hold office, or chair a committee.

### Article III. Officers

1. The officers of the Subunit shall consist of a President, Vice President, Secretary, and Treasurer.
2. All officers must be members in good standing of the Society.
3. Officers shall be nominated by a nominating committee appointed by the President. Officers shall be elected by a majority of ballots cast and election methods shall be determined by the Executive Committee.
4. Terms of newly elected officers shall change at the meeting closest in time to the Society's annual meeting.
5. The Subunit Officers shall serve for a period of one year in each office, and shall be ineligible for reelection for a period of one year after the expiration of their term.
6. In the event of a vacated position, the Executive Committee shall appoint a qualified replacement to fill the unexpired term.
7. No elected officer or appointed committee member of the Subunit shall receive any salary or other compensation. Expenses associated with Subunit-related activities may be

defrayed from funds available to the Subunit when authorized by the Executive Committee.

#### Article IV. Duties of Officers

1. The President shall:
  - a. Preside at all meetings;
  - b. Serve as Chair of the Executive Committee;
  - c. Appoint all committees;
  - d. Coordinate the activities of the Subunit's standing and special committees and serve as liaison between such committees and the Executive Committee;
  - e. Represent the Subunit to the Mid-Atlantic Chapter;
  - f. Conduct official correspondence for the Subunit and present reports of Subunit activities at the annual meeting; and
  - g. Make such appointments and perform other duties and functions as are authorized and necessary.
2. The Vice President shall:
  - a. Serve on the Executive Committee;
  - b. Serve as the chair of the Nominating Committee;
  - c. Serve as the chair of the Program Committee; and
  - d. Shall assume the duties of the President in the event of his/her absence or inability to act.
3. The Secretary shall:
  - a. Keep the official records of the Subunit;
  - b. Submit minutes of the annual Subunit meeting to the President of the Mid-Atlantic Chapter within 30 days after the annual Subunit meeting;
  - c. Serve on the Executive Committee; and
  - d. Conduct the election.
4. The Treasurer shall:
  - a. Collect and be custodian of any fees or assessments authorized by these bylaws or funds allotted to the Subunit by the Society.
  - b. Disburse funds only as authorized by either the membership of the Executive Committee.
  - c. Submit, at the annual Subunit meeting, the year-end report for the previous fiscal year and a comparison of approved versus actual income and expenditures for the current fiscal year; and
  - d. Serve on the Executive Committee.

## Article V. Executive Committee

1. The Executive Committee of the Subunit shall consist of elected officers.
2. The Executive Committee is authorized to act on behalf of the Subunit between meetings.
3. A majority of voting Executive Committee members constitutes a quorum. A quorum is required for transactions of official business at an Executive Committee meeting. Executive Committee members can appoint proxies.
4. Each member of the Executive Committee shall have one vote on Executive Committee decisions. In the event of a tie, the President may cast the deciding vote.
5. Executive Committee meetings are called by the President and are typically held three times a year.

## Article VI. Meetings and Voting

1. The Subunit shall hold at least one meeting annually at a time and place designated by the Executive Committee. Special meetings may be called by the President with approval of the Executive Committee.
2. A quorum is required for transactions of official business and shall be a majority of the Subunit membership. [Note: this is a default used in Robert's Rules. Robert's Rules also suggest that a quorum should be based on the number of members normally expected to be attending a meeting, which could be a lot less than 50%+ of the total membership.]
  - a. Based on Robert's Rules suggestion that a quorum be based on the number of members normally expected to attend a meeting, the quorum required for official business transactions for this Subunit shall be defined as 25% of the total Subunit membership.
3. Business and voting may be conducted via mail or electronic media if approved by the Executive Committee.
4. Unless otherwise specified in these Bylaws or the Constitution of the Society, meetings are conducted according to the latest edition of Robert's Rules of Order.
5. Decisions at meetings are by simple majority of Active Members voting, except 2/3 majorities are required in special cases such as amending the Bylaws and suspending a Rule. Other less frequently used voting requirements are described in Robert's Rules of Order.

## Article VII. Subunit Committees

1. Committees and Chairs of committees, except as listed in Articles IV and V of these Bylaws, shall be appointed and charged by the President. Except for Standing Committees, these 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.
2. Standing Committees help the President and the Executive Committee conduct the Subunit's affairs, and the chairs should report their committees' activities, findings, and recommendations at Subunit meetings and interim meetings of the Executive Committee.
3. The Subunit has established the following Standing Committees:

a. **Networking Committee**

- i. The Networking Committee shall consist of Subunit member volunteers and shall meet on a bi-monthly basis.
- ii. The responsibilities of the Networking Committee shall be:
  1. To invite and organize the arrival of speakers to present topics of interest to the Subunit;
  2. To develop and implement opportunities for members' professional networking at the national and chapter meeting level.
  3. To encourage and develop opportunities for members of the Subunit to engage with the other Mid-Atlantic Student Subunits.

b. **Outreach Committee**

- i. The Outreach Committee shall consist of Subunit member volunteers and shall meet on a bi-monthly basis.
- ii. The responsibilities of the Outreach Committee shall be:
  1. To encourage and develop opportunities for the Subunit to engage with the local community on fisheries science topics of interest.
  2. To promote opportunities for communication of fisheries science projects and topics by Subunit to the local community.
  3. To engage with existing science communication platforms at the University of Delaware campuses in Newark and Lewes (i.e., Coast Day, College of Earth, Ocean, and Environment Student Board).

c. **Education Committee**

- i. The Education Committee shall consist of Subunit member volunteers and shall meet on a bi-monthly basis.
- ii. The responsibilities of the Education Committee shall be:
  1. To organize field trips relative to the educational interests of the Subunit.
  2. To organize workshops relative to the educational interests of the Subunit (i.e., methods in geospatial analysis, computer coding language, statistical analysis, laboratory techniques).

**Article VIII. Dues and Fees**

1. The Executive Committee shall establish annual dues subject to approval of the members voting at the April meeting.
2. The Executive Committee may assess registration fees for meetings.

## **Article IX. Dissolution**

1. In the event of the Subunit's dissolution, any and all remaining Subunit fiscal assets shall be reverted to the Mid-Atlantic Chapter, a 501(c)(3) nonprofit organization.

## **Article X. Bylaws**

1. The Bylaws are the defining document for the Subunit and take precedence over all other rules and procedures of the Subunit. The Bylaws cannot be suspended and cannot be changed without prior notice to members.
  - A. The Bylaws may be amended by a 2/3 majority of Active Members choosing to vote, provided that the proposed amendment(s) are circulated in writing to the membership at least 30 days prior to voting.
  - B. In accordance with the Society Constitution, a proposed amendment shall be reviewed by the Society's Constitutional Consultant for conformity with the Constitution, Rules, and Procedures of the Society. The Constitutional Consultant presents the adopted amendment to the Society Management Committee for approval.
  - C. Amendments take effect when the Subunit receives written notice of their approval by the Management Committee from the Executive Director.

Updated March 4, 2022

# Attachment F

## Bylaws of the University of North Texas Subunit of the Texas Chapter of the American Fisheries Society

### Article I. Name and Objectives

1. The name of this organization shall be the University of North Texas Subunit of the Texas Chapter of the American Fisheries Society, hereinafter referred to as the Subunit, Chapter, and Society respectively.
2. The objectives of the Subunit shall be those of the Society as set forth in Article I of the Constitution. In addition, the Subunit also has the following objectives:

*(a) encourage the exchange of regional fish diversity, ecology and fisheries information among students and subunit members; (b) encourage student involvement in the Subunit, Chapter, and Society; (c) promote development of early career professionals; and (d) promote public outreach and local involvement with fish diversity, fisheries and sustainability education*

3. All activities of this Subunit shall conform to the Society's Constitution, Rules, and Procedures.

### Article II. Membership

1. The membership of the Subunit shall be composed of University of North Texas students, faculty, and alumni who are active members of the Chapter.
2. Only active members of the Society may vote, hold office, or chair a committee.

### Article III. Officers

1. The officers of the Subunit shall consist of a President, Vice President, Secretary, and Treasurer.
2. All officers must be members in good standing of the Society.
3. Officers shall be nominated by a nominating committee appointed by the President. Officers shall be elected by a majority of ballots cast and election methods shall be determined by the Executive Committee.
4. Terms of newly elected officers shall change at the end of the academic calendar year, or after the last meeting of the semester in which elections were held.
5. The Subunit Officers shall serve for a period of one year in each office, and shall be eligible for reelection after the expiration of their term.
6. In the event of a vacated position, the Executive Committee shall appoint a qualified replacement to fill the unexpired term.

7. No elected officer or appointed committee member of the Subunit shall receive any salary of other compensation. Expenses associated with Subunit-related activities may be defrayed from funds available to the Subunit when authorized by the Executive Committee.

#### Article IV. Duties of Officers

1. The President shall:
  - a. Preside at all meetings;
  - b. Serve as Chair of the Executive Committee;
  - c. Appoint all committees;
  - d. Coordinate the activities of the Subunit's standing and special committees and serve as liaison between such committees and the Executive Committee;
  - e. Represent the Subunit to the Texas Chapter;
  - f. Conduct official correspondence for the Subunit and present reports of Subunit activities at the annual meeting; and
  - g. Make such appointments and perform other duties and functions as are authorized and necessary.
2. The Vice President shall:
  - a. Serve on the Executive Committee;
  - b. Serve as the chair of the Nominating Committee;
  - c. Serve as the chair of the Program Committee; and
  - d. Shall assume the duties of the President in the event of his/her absence or inability to act.
3. The Secretary shall:
  - a. Keep the official records of the Subunit
  - b. Submit minutes of the annual Subunit meeting to the President of the Texas Chapter within 30 days after the annual Subunit meeting;
  - c. Serve on the Executive Committee; and
  - d. Conduct the election.
4. The Treasurer shall:
  - a. Collect and be custodian of any fees or assessments authorized by these bylaws or funds allotted to the Subunit by the Society;
  - b. Disburse funds only as authorized by either the membership of Executive Committee.
  - c. Submit, at the annual Subunit meeting, the year-end report for the previous fiscal year and a comparison of approved versus actual income and expenditures for the current fiscal year.

## Article V. Executive Committee

1. The Executive Committee of the Subunit shall consist of elected officers and other members as appointed by the President.
2. The Executive Committee is authorized to act on behalf of the Subunit between meetings.
3. A majority of voting Executive Committee members constitutes a quorum. A quorum is required for transactions of official business at an Executive Committee meeting. Executive Committee members can appoint proxies.
4. Each member of the Executive Committee shall have one vote on Executive Committee decisions. In the event of a tie, the President may cast the deciding vote.
5. Executive Committee meetings are called by the President and are typically held three times a year.

## Article VI. Meetings and Voting

1. The Subunit shall hold at least one meeting annually at a time and place designated by the Executive Committee. Special meetings may be called by the President with approval of the Executive Committee.
2. A quorum is required for transactions of official business and shall be 20% of the Subunit membership.
3. Business and voting may be conducted via mail or electronic media if approved by the Executive Committee.
4. Unless otherwise specified in these Bylaws or the Constitution of the Society, meetings are conducted according to the latest edition of Robert's Rules of Order.
5. Decisions at meetings are by simple majority of Active Members voting, except 2/3 majorities are required in special cases such as amending the Bylaws and suspending a Rule. Other less frequently used voting requirements are described in Robert's Rules of Order.

## Article VII. Subunit Committees

1. Committees and Chairs of committees, except as listed in Articles IV and V of these Bylaws, shall be appointed and charged by the President. Except for Standing Committees, these 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.
2. Standing Committees help the President and the Executive Committee conduct the Subunit's affairs, and the chairs should report their committees' activities, findings, and recommendations at Subunit meetings and interim meetings of the Executive Committee.
3. The Subunit has established the following Standing Committees:
  - a. The Fundraising Committee shall be responsible for planning, organizing, and executing all fundraising activities, including but not limited to, collecting donations, developing fundraising plans, and contacting sponsors.
  - b. The Outreach Committee shall be responsible for planning, organizing, and executing all outreach activities, including but not limited to, contacting local schools and organizations, preparing presentations, collaborating with community members, and promoting the University of North Texas Student Subunit, the Texas

Chapter of the American Fisheries Society, and the American Fisheries Society through use of flyers, pamphlets, presentations, social media, and online resources.

#### Article VIII. Dues and Fees

1. The Executive Committee shall establish annual dues subject to approval of the members voting at the April meeting.
2. The Executive Committee may assess registration fees for meetings.

#### Article IX. Bylaws

1. The Bylaws are the defining document for the Subunit and take precedence over all other rules and procedures of the Subunit. The Bylaws cannot be suspended and cannot be changed without prior notice to members.
  - A. The Bylaws may be amended by a 2/3 majority of Active Members choosing to vote, provided that the proposed amendment(s) are circulated in writing to the membership at least 30 days prior to voting.
  - B. In accordance with the Society Constitution, a proposed amendment shall be reviewed by the Society's Constitutional Consultant for conformity with the Constitution, Rules, and Procedures of the Society. The Constitutional Consultant presents the adopted amendment to the Society Management Committee for approval.
  - C. Amendments take effect when the Subunit receives written notice of their approval by the Management Committee from the Executive Director.

## Attachment G – Gravestone pictures for Lochie Jo Allen



