



American Fisheries Society July 2024 Management Committee Minutes

Key Motions and Tasks:

1. Approved proposed bylaw changes of the
 - a. Colorado-Wyoming Chapter of the American Fisheries Society
 - b. Oregon Chapter of the American Fisheries Society
 - c. Mid-Canada Chapter of the American Fisheries Society
 - d. Tennessee Chapter of the American Fisheries Society
 - e. PennWest California Student Subunit, Pennsylvania Chapter of the American Fisheries Society
 - f. Teton (BYU-I) Student Subunit of the Idaho Chapter of the American Fisheries Society
2. Approved a modification the Past Presidents Endowment Fund to be the Past Presidents Enhancement Fund (PPEF) and allowed additional uses of the fund.
3. Approved a revision to the AFS Procedures language for the Publications Oversight Committee.
4. Vote Auditor motion language to remove reference in AFS Rules and Procedures will be presented at upcoming MC meeting in either August or September.

Minutes of the Meeting:

Participants:

Management Committee Members:

Miguel Garcia Bermudez, Gary Whelan, Margaret Murphy, April Croxton, Dan Mosier, Lynn Quattro, Julie Carter, Jeff Kopaska, Heather Stewart, Eric Fetherman, Randy Schultz (Constitutional Consultant, non-voting), Doug Austen (Executive Director, non-voting)

ELMA: Drew Holloway

Guests:

Marlis Douglas, 2nd President Elect
Troy Brandt, Chair, Financial Policy and Procedures Committee
Steve Midway, Chair, Publications Oversight Committee

AFS Staff: Dan Cassidy, Kelly Kotche, Lauren Maza, Laura Hendee, Beth Beard, Jenna Hanks, Shawn Johnston, Lauren Tanner

1. **Greetings, Recognition of Proxies, and Determination of Quorum** (need 7 members) – Cecil Jennings and Randy Schultz.
2. **Approval of Agenda-** Miguel Garcia-Bermudez and Randy Schultz.
Motion to approve by Dan Mosier; 2nd by Gary Whelan. Approved with unanimous consent.
3. **Review of April 2024 and June 2024 Management Committee Meeting**
 - a. The Oxford University Press contract was the only agenda item at the April MC meeting ([Attachment A1](#)). Note that this combined minutes from the MC meeting and the Governing Board briefing on the OUP contract.
 - b. The June MC meeting minutes are [Attachment A2](#)
 - c. Motion to accept minutes for both meeting by Gary Whelan; 2nd by Lynn Quattro.
Approved with unanimous consent.
4. **Constitutional Consultant Report** - Randy Schultz
Note that the first six motions below (4a-4f) were addressed in a single motion to approve submitted by Margaret Murphy with a second by Lynn Quattro. Motions 4a-4f were approved with unanimous consent.
 - a. **Motion:** Approve proposed bylaw changes of the Colorado-Wyoming Chapter of the American Fisheries Society ([Attachment B](#)).
 - i. **Background:** The proposed bylaws were reviewed by the Constitutional Consultant and deemed consistent with the AFS Constitution and Rules.
 - i. Notable changes:
 - a. Bylaw updates with minor edits.
 - i. Clause to allow electronic voting;
 - ii. Addition of DEI Standing Committee.
 - ii. Contact: Steve Gale, CO-WY Chapter President cowy.afs.pres
 - ii. Contact: Steve Gale, CO-WY Chapter President cowy.afs.pres
 - b. **Motion:** Approve proposed bylaw changes of the Oregon Chapter of the American Fisheries Society ([Attachment C](#)).
 - i. **Background:** The proposed bylaws were reviewed by the Constitutional Consultant and deemed consistent with the AFS Constitution and Rules.
 - i. Notable changes:
 - a. Bylaw updates with minor edits.
 - i. Student representative update;
 - ii. Quorum definition.
 - ii. Quorum definition.
 - ii. Contact: Gary Vonderohe, Oregon Chapter President Gary.R.VONDEROHE@odfw.oregon.gov
 - c. **Motion:** Approve proposed bylaw changes of the Mid-Canada Chapter of the American Fisheries Society ([Attachment D](#)).
 - i. **Background:** The proposed bylaws were reviewed by the Constitutional Consultant and deemed consistent with the AFS Constitution and Rules.
 - i. Notable changes:

- a. Reestablishment & update of executive committee.
 - i. Created a broader EXCOM since membership covers 3 provinces and 2 territories;
 - ii. Last review greater than 10 years ago;
 - iii. Could not provide Track-changes.
 - ii. Contact: Benjamin Kissinger, PhD., Mid-Canada Chapter President bkissinger@friresearch.ca
- d. **Motion:** Approve proposed bylaw changes of the Tennessee Chapter of the American Fisheries Society ([Attachment E](#)).
 - i. **Background:** The proposed bylaws were reviewed by the Constitutional Consultant and deemed consistent with the AFS Constitution and Rules.
 - i. Notable changes:
 - a. Bylaw updates with minor edits.
 - i. Officer duty updates;
 - ii. Standing Committee Updates.
 - ii. Contact: Sally Petre, Tennessee Chapter President Sally.Petre@tn.gov
- e. **Motion:** Approve proposed bylaw changes of the PennWest California Student Subunit, Pennsylvania Chapter of the American Fisheries Society ([Attachment F](#)).
 - i. **Background:** The proposed bylaws were reviewed by the Constitutional Consultant and deemed consistent with the AFS Constitution and Rules.
 - i. Notable changes:
 - a. Bylaw changes included a name change, along with some minor edits.
 - i. California University of Pennsylvania merged with Edinboro and Clarion Universities, forming PennWest (Pennsylvania Western University).
 - ii. Contact: Dr. David Argent, Professor, Wildlife and Fisheries Biology, PennWest University argent@pennwest.edu
- f. **Motion:** Approve proposed bylaw changes of the Teton (BYU-I) Student Subunit of the Idaho Chapter of the American Fisheries Society ([Attachment G](#)).
 - i. **Background:** The proposed bylaws were reviewed by the Constitutional Consultant and deemed consistent with the AFS Constitution and Rules.
 - i. Notable changes:
 - a. Name Change.
 - ii. Contact: Claire Davis, Teton Student Subunit Secretary, daviscla2020@gmail.com
- g. **Motion:** to modify the Past Presidents Endowment Fund ([Attachment H](#))
Proposal/Motion: The Past Presidents Advisory Council requests the AFS Management Committee change the PPEF from being managed and used as endowment to being managed and used as current use funds. The new name for the fund will be the Past Presidents Enhancement Fund (PPEF). AFS staff are authorized to implement any

procedural or financial management changes necessary to implement PPEF as current use funds.

Motion to approve by Gary Whelan; 2nd by Eric Fetherman. Approved with unanimous consent.

- h. **Motion:** To update the AFS Procedures language for the Publications Oversight Committee ([Attachment I](#)). Reviewed by AFS Director of Publications Laura Hendee with additional description by POC chair Steve Midway.

Motion to approve by Gary Whelan; 2nd by Margaret Murphy. Approved with unanimous consent.

2. Officers Reports

- a. Miguel Garcia Bermudez, President Elect – Continue participation in the Executive Director search committee, represent AFS at the meeting of the Iberian Society of Ichthyology where he led some discussions, chaired a session, met with their executive committee to explain the workings of AFS, and made a science presentation. They were very pleased to have an AFS officer at their event.
- b. Gary Whelan, 1st Vice President – Continued work on the Membership Committee in planning for extensive discussions with the Fisheries Management Section (FMS) and the Fisheries Administration Section (FAS) on how to better engage state agency staff. Working on the Ethics Committee to address two issues. Working with FMS and FAS on addressing issues with the recent taxonomic changes adopted by the Names of Fishes Committee. A meeting of the Sections and Committee is being established for later in August. Working on revival of the AFS Fisheries History Section and has received offers from a number of members to be officers in the section. The response has been very enthusiastic. Developing a “Fishing Buddy” app for AFS members to build a community of members interested in fishing. Working on the annual award process to support selection of deserving members.
- c. Margaret Murphy, 2nd Vice President – Revising and distributing new “Leaderline” newsletters to better engage the units throughout the society. Any ideas for the newsletter should be sent to Margaret. Strategic Planning Committee has been meeting bi-weekly and is targeting the Honolulu meeting for a presentation. Also continues to work on and support the AFS award process.
- d. April Croxton, Immediate Past President -

3. **Update on ED Search** – President Elect Garcia-Bermudez and Lynn Quattro reported that two finalists have been referred to the AFS Governing Board for final interviews which have been scheduled for the first week of August.

4. Executive Director and AFS staff reports

- a. Development Committee Program Review Report (Jenna Hanks) (please see [Attachment J](#)).
Key points:
- i. Split program review into two areas; Activities that have been done and those that they would like to focus on.

- ii. Areas under development include: Individual giving, sponsorships, strategic partnerships, federal grants, and planned giving/legacy gifts.
 - iii. Seeking input from the Management Committee and the Governing Board on establishment of targeted areas for fundraising efforts. This might include working towards, for example, a policy intern, support for issues briefings to Congress, funding for science communications, etc. Guidance and support is needed by the Development committee to ensure that their work addresses priority needs.
 - iv. The Committee would like to receive from leadership a better definition of what a strong development program should look like for AFS. Key “Looking forward” questions were posed (see Attachment J) and these should be the focus of additional discussion.
 - v. It was noted that members often like to donate to a defined cause. An example was to provide financial support for new members such as student or young professionals. This supports the need for AFS leadership to also define specific priorities to provide possible guidance for donors.
 - vi. What are reasonable goals for donor engagement for an organization like AFS? Currently, AFS is at about 2% or less of members donating at any level. A target of at least 5% would be reasonable. Jenna will research such levels in other organizations to find models that can be used for AFS.
 - vii. AFS should explore enhancing support in the sport fishing industry. The model of South Carolina DNR would be worth exploring. How can AFS better engage with industry as possible sponsors?
 - viii. April Croxton suggested that a special committee might be useful in addressing some of these issues (possibly an ad hoc committee). It was noted that this might be helpful but could also be part of additional discussions of the Development Committee.
- b. Hutton Summit report (Lauren Maza)
- i. Hutton Summit recently completed at the Charlie Elliot Conference Center in Georgia with 23 Hutton students participating. Multiple activities included career panel, field trip and sampling with Georgia DNR stream team and fish hatchery tour, and much more.
 - ii. The Hutton Committee will be reviewing the program and evaluating options for 2025.
- c. JASM2028 update (Austen) – AFS did sign the CASS MOU to participate in the JASM2028 conference and will use the conference as the AFS annual meeting that year. AFS will be represented on the JASM2028 Executive Committee by Marlis Douglas as the lead and Margaret Murphy as the alternate. AFS has applied to be the Managing Society for the conference and anticipates that this will be approved. There will be extensive opportunities for AFS involvement at all levels and this will be a tremendous opportunity for AFS to build new science partnerships and innovative approaches.
- d. Honolulu activities and status report (Shawn Johnston and other staff) – Shawn introduced Lauren Tanner as the new Event Coordinator for AFS. Currently 1,530 registrants and 50 booths sold. Hotel availability is nearing full status with some rooms available at the Ala Moana. Sponsorship at about \$128,000 which exceeds our target. However, we are still

seeking support for indigenous travel funds.

- e. Removal of Vote Auditor from AFS Rules and Procedures (establishment of process for removal which will take vote of membership) – Austen simply reported that future action on this will be provided to the Management Committee.
- f. Financial update will be sent separately to the MC. Dan Cassidy has been meeting regularly with the Financial Planning and Procedures Committee and the investment advisor.

5. Additional Topics and New Business

- a. Schedule of MC meetings through Honolulu
 - i. Wednesday, August 21 @ 1:00 p.m. ET
 - ii. Friday, September 6 @ 1:00 p.m. ET
- b. Honolulu – Saturday, September 14 (all day) – Joint meeting of the Management Committee and Governing Board

6. Adjournment – at approximately 2:25 p.m. ET

Attachments A1 and A2 are the approved minutes of the Management Committee from April and June 2024 and will be available on the AFS website.

Attachment B

Last revised in June 2021
Revisions adopted in September 2021

Bylaws of the Colorado-Wyoming Chapter of the American Fisheries Society

SECTIONARTICLE I. Name and Objectives.

JUSTIFICATION: Changing "Section" to "Article" throughout Bylaws makes the CO/WY Bylaws consistent to other chapters.

- A. Pursuant to the Constitution of the American Fisheries Society (hereinafter referred to as the Society) there has been established within the Society a Colorado-Wyoming Chapter (hereinafter referred to as the Chapter).
- B. The objectives of the Chapter shall be those set forth in the Constitution of the Society, and shall in particular:
 - 1. Provide a forum through the annual meeting and newsletter for the exchange of technical and policy information common to and of interest to the Chapter membership.
 - 2. Provide an opportunity through the annual meeting to promote understanding by regional, federal, and state policy-makers of the nature and extent of fishery matters of concern to the Chapter membership.
 - 3. Assist in the exchange of information in a timely manner to Chapter membership through the publication of a Chapter newsletter, web site or other media as determined by the Executive Committee.
 - 4. Provide a forum to address fisheries resource advocacy and policy issues important to the Chapter.

SECTIONARTICLE II. Membership.

- A. The Voting Membership of the Chapter shall be composed of Active Society Members in good standing residing in the states of Colorado and Wyoming.
- B. Active Society Members residing in other states can elect to be Voting Members of the Chapter by notifying the Chair of the Chapter Membership Committee.
- C. Non-voting Student Affiliate Members of the Chapter include those members of the Student Subunits from Colorado Mesa University (CMU), Colorado State University (CSU), the University of Wyoming (UW), and Western Colorado University (WCU) who are not Active Society Members.
- D. In accordance with the Constitution of the Society, only Active Society Members may hold office, serve as committee chairs, or vote on Chapter business.

SECTIONARTICLE III. Chapter Officers.

- A. The Chapter Executive Committee is comprised of the elected officers of the Chapter (including the President, Vice-President, Past-President, and Secretary-Treasurer) and the Student Subunit Representative.
- B. All officers must be Active Society Members in good standing of the Chapter.
- C. Officers shall be elected annually by mail or **electronic email** ballot prior to the Chapter's annual meeting and shall be announced at the annual meeting, usually held in the spring of each year.

JUSTIFICATION: Exchanging "email" with "electronic allows the CO/WY Chapter to conduct other forms of electronic voting, other than just email.

- D. The term of all officers shall be August 1 until July 31 of the year following election or until a successor is elected. The Chapter President, Chapter Vice-President, Past-President, and Chapter Secretary-Treasurer shall serve for a period of one year in each office, and shall be ineligible for re-election for a period of one year after the expiration of their term as Past-President. Current Executive Committee Officers shall advance to the next higher office (excluding the Student Subunit Representative) at the first Executive Committee meeting of the new fiscal year (scheduled annually on or about August 1) and the newly elected Chapter Secretary-Treasurer will be installed at this time.
- E. The incoming Chapter Secretary-Treasurer shall reside in the state holding the next annual meeting.
- F. If an elected officer cannot complete the term of office, the Executive Committee shall develop a procedure for replacing that officer.
- G. An officer may be removed from office for negligence, lack of performance, or other reasons substantially detrimental to the Chapter upon three-fourths vote by the remainder of the Executive Committee, in which case the Executive Committee shall appoint a replacement to serve the remainder of the unexpired term.

SECTIONARTICLE IV. Duties of Chapter Officers.

A. The President shall:

1. Preside at all meetings;
2. Serve as Chair of the Executive Committee;
3. Appoint special committee chairs;
4. Coordinate the activities of all Chapter committees and serve as liaison between such committees and the Executive Committee. Ensure that Chapter positions are deliberated according to the Chapter Rule 1;
5. Conduct official correspondence for the Chapter and present reports of Chapter activities at the annual meeting;
6. Present items in excess of \$500 in the current fiscal year budget and those anticipated for the next fiscal year at the annual meeting for a vote of the membership;
7. Work cooperatively with the Chapter's Secretary-Treasurer to prepare and submit an annual report to the Western Division President by August 1;
8. Serve as general chair for the annual meeting. In that capacity the President must ensure that a meeting is scheduled and conducted. Providing primary oversight for all aspects of the meeting through delegation and coordination with the appropriate committees;
9. Ensure that all activities of the Chapter are in accordance with Chapter Bylaws, Rules and Procedures and Society Constitution, Rules and Procedures; and,
10. Ensure the long-term financial viability of the Chapter.

B. The Vice-President shall:

1. Assume the duties of the President, if the President is absent or unable to act;
2. Advance to the office of President on August 1;
3. Appoint standing committee chairs within 60 days after the Chapter's annual meeting;

4. Chair the Environmental Policy Committee (EPC) and ensure products concerning advocacy and policy follow a review and action pathway through the EPC committee and Executive Committee in accordance with Chapter Rule 1;
 5. Serve as a member of the Budget Review Committee;
 6. Prepare and post on the Chapter website for review by membership a detailed budget by June 1 for the next fiscal year, to be reviewed and adopted by the Budget Review Committee by August 1 and published in the July/August issue of the Chapter newsletter;
 7. Attend the Western Division Meeting at Chapter expense; and,
 8. Prepare Chapter taxes from previous fiscal year with the assistance of Secretary-Treasurer.
- C. The Secretary-Treasurer shall:
1. Keep the official records of the Chapter, collect and be custodian of any fees or assessments authorized by these Bylaws or funds allotted to the Chapter by the Society;
 2. Disburse funds only as authorized by either the membership or Executive Committee;
 3. Submit, at the annual meeting of the Chapter, the year-end report for the previous fiscal year and a comparison of approved versus actual income and expenditures for the current fiscal year;
 4. Update and distribute current copies of the Colorado-Wyoming Chapter Bylaws to the Western Division President, ~~the Society's Executive Director~~ and each member of the Executive Committee as needed. Maintain a current version of the Bylaws on the chapter website;
 5. Work cooperatively with the Chapter's President to prepare and submit an annual report to the Western Division President by August 1;
 6. Submit minutes of the annual Chapter business meeting ~~to the Executive Director~~ and to the Secretary-Treasurer of the Division within 30 days after the annual Chapter meeting is held;
- JUSTIFICATION: Advice from Society Constitutional Coordinator is that there is no longer a need to submit to the Executive Direction.**
7. Advance to the office of Vice-President on August 1;
 8. Be responsible for overseeing election of the new Secretary-Treasurer; and,
 9. Prepare taxes from previous fiscal year with assistance of Vice-President.
- D. The immediate Past-President shall:
1. Serve as the chair of the Chapter's Nominating Committee;
 2. Serve as the chair of the Budget Review Committee;
 3. Serve on the Environmental Policy Committee; and,
 4. Administer student scholarships at the University of Wyoming (UW), Colorado State University (CSU), Colorado Mesa University (CMU), and Western Colorado University (WCU) according to Chapter Procedures.
- E. The Student Subunit Representative to the Executive Committee shall:
1. Be filled annually on a rotating basis from the CMU, CSU, UW, and WCU Subunit Presidents;
 - a. If a Subunit President elects not to serve as Student Subunit Representative to the Executive Committee during that Subunit's turn in the rotation, a replacement will be chosen from the other three Subunit Presidents by a majority vote of the remaining four Executive Committee members.
 - b. In the event of a tie, the President's vote is the deciding vote.
 2. Represent the interest of the Subunits to the Chapter Executive Committee and act as liaison between the Executive Committee and Subunits;
 3. Work cooperatively with the Chapter's Executive Committee to assist in Chapter function and Subunit participation; and,

4. Not advance in the Executive Committee, but instead be replaced yearly by a new Student Subunit Representative.

SECTIONARTICLE V. The Chapter Executive Committee.

- A. The Chapter Executive Committee shall consist of elected officers from the Colorado-Wyoming Chapter and one Student Subunit Representative.
- B. The Executive Committee is authorized to act for the Chapter between meetings and transact necessary business.
- C. A quorum is required for transaction of official business at an Executive Committee meeting. A quorum for an Executive Committee meeting shall consist of three of the five members. Executive Committee members can appoint a proxy.
- D. Each of the five members 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.
- E. Executive Committee meetings are called by the President and are held at least three times per year (typically in August, December and February-March).
- F. Special Activities may be authorized by the Chapter Executive Committee. Such specialized functions may include symposia and activities outside the Colorado-Wyoming area. In such circumstances, steps will be taken to ensure adequate controls are established at the Chapter level for arrangements, finances, etc.

SECTIONARTICLE VI. Meetings, Quorum and Voting.

- A. The Chapter shall hold at least one meeting annually. This meeting is open to the entire membership, at a time and place designated by the Executive Committee. Annual meetings will normally be alternated between the states.
 - B. When mutually agreeable, the Chapter may meet jointly with other organizations or with other units of the Society.
 - C. A quorum is required for transaction of official business at the annual meeting. A quorum shall be at least 1/5 of the Chapter Voting Membership for the previous calendar year. ~~In the event that a quorum as described above is not reached, official business may be conducted by unanimous vote of at least 20 Voting Members present, and in good standing.~~
- JUSTIFICATION: The Society Constitutional Coordinator says this language is not allowable under Robert's Rules.**
- D. Decisions at a meeting of the Chapter shall be made by a majority of those voting except in the case of Amendments to the Bylaws (~~SectionARTICLE IX A~~) and Suspension of Rules (~~SectionARTICLE IX B~~). Decisions at a meeting of the Chapter shall be in accordance with Chapter Bylaws, Rules and Procedures and Society Constitution, Rules and Procedures.
 - F. Business and voting may be conducted via mail or electronic media if approved by the Executive Committee.
 - G. Decisions related to Chapter advocacy shall be determined by following Chapter Rule 1.
 - H. Unless otherwise specified in these Bylaws or the Society Constitution, meetings are conducted according to the latest edition of Robert's Rules of Order.

SECTIONARTICLE VII. Finances.

- A. The Chapter's fiscal year shall start August 1 and end July 31 of the following year.
- B. A current accounting of all funds shall be kept by the Chapter Secretary-Treasurer.
- C. The Chapter Executive Committee can approve funding requests up to \$500 without a vote of the membership. All requests larger than \$500 must be submitted on a Funding Request Application Form. The Executive Committee will review Funding Request Application Forms at each Executive Committee meeting and may award up to \$2,000 of request each fiscal year. Funding requests larger than \$500 submitted after the \$2,000 has been awarded, will be considered, but must be approved by a majority of Voting Members choosing to vote at the annual business meeting.

- D. The CMU, CSU, UW, and WCU Subunits of the Chapter shall each be awarded at least \$200 annually from the Chapter for student activities and travel to Chapter meetings.
- E. The Chapter will fund travel expenses and meeting registration costs for the Vice President to attend the Western Division annual meeting and represent the Chapter on the Division Executive Committee. If the Vice President is unable to attend, the Executive Committee may select another Executive Committee member or any Past-President to serve as a proxy.
- F. The Chapter will fund travel expenses and meeting registration costs for the Student Subunit Presidents that are not paid by the Universities so they may attend the Chapter annual meeting and represent the Subunits on the Chapter Executive Committee. If a President is unable to attend they may select another Student Subunit officer to serve as a proxy.
- G. The Executive Committee can distribute copies of the Chapter newsletter to non-members.
- H. The Executive Committee may assess each registrant attending meetings of the Chapter a registration fee.
- I. It is the discretion of the Executive Committee to waive registration fees for annual meeting participants. Some reasons may include student volunteers, guest speakers, special guests, political pandering, among others.
- J. The Chapter will pay for Executive Committee lunches during scheduled business meetings. This item will be included in the annual budget.

SECTIONARTICLE VIII. Chapter Committees.

- A. Chapter committees assist the President and the Executive Committee in conducting the affairs of the Chapter. Chapter committees shall be composed of Chapter members in good standing **with the Chapter and Society.**
JUSTIFICATION: adding “with the Chapter and Society” makes this consistent with the rest of our Bylaws
- B. The chairpersons for the standing committees shall be appointed as described in **SectionARTICLE IV. Duties of Chapter Officers.**
- C. The standing committees will be organized by the chairpersons with assistance from the Executive Committee by the beginning of the fiscal year.
- D. The chair of each standing committee shall provide a written report to Chapter Executive Committee at the annual Executive Committee meeting held prior to the annual business meeting. In the event an annual meeting is canceled, committee reports shall be published in the newsletter.
- E. The term of duty for members of a standing committee shall extend from their appointment to 60 days after the following annual meeting, unless otherwise specified.
- F. Chapter committees shall work in close coordination with comparable committees of both the Western Division and Society.
- G. The Chapter has established the following standing committees:
 1. An **Arrangements Committee** shall be responsible for making all arrangements for the annual meeting, exclusive of program, to include lodging, meals, pre-registration, and registration, publicity and any other necessary facilities or equipment.
 2. A **Budget Review Committee** shall be responsible for reviewing, revising and adopting, by majority vote of the committee, a budget for the next fiscal year by August 1. The committee shall consist of 5 members, including the Chapter’s immediate Past President as chair, the Vice President and 3 appointed members. No more than 3 of the committee members shall be from the same state. The three appointed members will be appointed by the Chapter Vice President. The Vice President will strive to appoint members that have past experience with the fiscal activities of the Chapter.
 3. The Chapter’s **Archivist** shall be responsible for organizing, maintaining, and storing Chapter records.

4. A **Continuing Education Committee** shall be responsible for developing the annual continuing education program to include invited speakers, their travel, lodging, and meals.
5. An **Environmental Policy Committee** shall be responsible for researching issues referred to the committee by the Executive Committee. The Committee shall develop appropriate Chapter policy and advocacy for the issue and report to the Executive Committee for decisions on advocacy and policy actions. The Committee shall consist of the Chapter Vice President as chair plus at least two members (at least one from each state, of which one will be the Past-President).
6. A **Membership Committee** shall maintain Chapter membership, take appropriate measures to attract new members and maintain accurate account of chapter membership.
7. A **Newsletter Committee** shall prepare a minimum of three issues of the Chapter newsletter on a yearly basis (January- February, July-August, October-November). The newsletter will provide a mechanism to update Chapter members on Chapter activities and advocacy and policy issues. The funding for publication and printing will be covered by the Chapter and included in the annual budget. The Chapter webmaster shall be a member of the newsletter committee and is responsible for maintenance of the Chapter website.
8. A **Nominating Committee** shall recommend a slate of candidates for the office of Secretary-Treasurer for the Chapter. The Committee shall consist of the immediate Past- President as chair plus at least two members.
9. A **Program Committee** shall organize the meeting content for the annual meeting for the Chapter.
10. A **Diversity Equity and Inclusion Committee** shall work to create a welcoming atmosphere for all who want to participate in the Chapter and its proceedings.

JUSTIFICATION: Creation of a standing DEI Committee clarifies our Chapters commitment to creating an inclusive environment.

- H. Special Committees may be created by the Chapter Executive Committee for a specific purpose and are to be dissolved when no longer needed.

SECTIONARTICLE IX. Bylaws, Rules and Procedures.

- A. The Bylaws are the defining document for the Chapter and take precedence over all other rules and procedures of the Chapter. The Bylaws cannot be suspended, unless otherwise specified in the Bylaws, and cannot be changed without prior notice to members.
1. The Bylaws may be amended by a 2/3 majority of Voting Members choosing to vote, provided that the proposed amendment(s) are circulated to the membership at least 30 days prior to voting.
 2. In accordance with the Society Constitution, an adopted amendment shall be reviewed by the Society's Constitutional Consultant for conformity with the Constitution, Rules and Procedures of the Society prior to the Chapter vote. The Constitutional Consultant presents the adopted amendment to the Society **Governing BoardManagement Committee** for approval.
 3. Amendments take effect when the Chapter receives written notice of their approval by the **Governing BoardManagement Committee** from the Executive Director.
- JUSTIFICATION: Exchanging "Governing Board" for "Management Committee" makes the language consistent with Society language.**
- B. Rules are the next highest level of documentation of Chapter operations. They are generally established to facilitate the conduct of Chapter business, and to describe duties and responsibilities of officers and committees. They may be suspended or amended as follows.
1. The Rules may be suspended during an Executive Committee meeting until the next annual or special Chapter meeting by a 2/3 majority of the Executive Committee.

2. The Rules may be suspended for the duration of a meeting by a 2/3 majority of Voting Members voting at an annual or special Chapter meeting.
 3. The Rules may be amended by a simple majority of Voting Members voting at an annual or special Chapter meeting.
- C. Procedures are the lowest level of documentation of Chapter operations. They are generally established to provide continuity in the conduct of Chapter business. The Procedures may be suspended or amended by a simple majority vote of the Executive Committee.

Rules of the Colorado-Wyoming Chapter of the American Fisheries Society

Rule 1. Advocacy.

The Chapter may put forth policy statements, position statements, legislative briefing statements, resolutions (hereafter collectively referred to as Chapter positions) considered important by the membership in accordance with this rule and in conformance with Society published guidelines on advocacy. Chapter positions shall represent the best scientific knowledge and support views of the Chapter. Such positions are recommended to the membership from the Executive and Environmental Policy Committees. The process for identifying, drafting and passing Chapter positions is as follows:

- A. Issue Identification.
 1. Any Chapter member may present a concern or issue to the Environmental Policy Committee for consideration as a Chapter position.
 2. The Environmental Policy Committee will evaluate each issue to determine if a) Chapter action may influence outcome, b) involvement will not decrease Chapter credibility, and c) credible technical information is available both for and against the issue.
 3. A majority vote of the Environmental Policy Committee will affirm the issue meets criteria set forth in Rule 1.A.2.
- B. Developing a Chapter Position.
 1. Issues identified by Rule 1.A. shall be developed into a written proposed Chapter position and presented to the Executive Committee.
 2. The Executive Committee reviews the proposed Chapter position and may a) return the proposal to the Environmental Policy Committee for modification or b) vote to approve or reject forwarding the proposal to the Voting Membership for approval.
- C. Adopting a Chapter Position.
 1. Upon Executive Committee approval, the proposed Chapter position and all available information for and against the issue shall be made available to the Voting Membership.
 2. A vote for adoption of the position shall be finalized no less than 14 days after the Voting Membership receives the proposal.
 3. A vote of the membership shall be overseen by the Chapter vice-president. Voting Members may vote to a) approve the proposed Chapter position, b) reject the proposed Chapter position, or c) return the proposed Chapter position to Environmental Concerns Committee for modification.
 4. The proposed Chapter position must be approved by 2/3 of Voting Members choosing to vote to be adopted.
- D. Publishing Adopted Chapter Positions.
 1. Adopted Chapter positions shall be signed by one or more members of the Executive Committee.
 2. Adopted Chapter positions shall be published in the Chapter newsletter and website.
 4. The Environmental Policy Committee shall forward adopted positions to pertinent parties.
 5. The Executive Committee may present adopted positions to other Chapters, Western Division or Society for consideration.

Rule 2. Order of Business at the Annual Business Meeting

A. Order of Business. The agenda of the regular business meeting shall include the following:

1. Call to order by the Chapter President;
2. Roll call of the members and determination of a quorum;
3. Appointment of a parliamentarian (normally the Secretary Treasurer);
4. Introduction of guests;
5. President's address on the state of the Chapter;
6. Reports of the Secretary-Treasurer;
7. Budget presentation by Vice-President;
8. President's highlights of committee chair reports;
9. Unfinished business;
10. Announce incoming Secretary-Treasurer;
11. New business;
12. Adjournment.

Attachment C

OREGON CHAPTER of the AMERICAN FISHERIES SOCIETY BYLAWS

~~SECTION~~ARTICLE 1. NAME AND OBJECTIVES

- (a) The name of this organization shall be the Oregon Chapter of the American Fisheries Society, hereinafter referred to as the Chapter.
- (b) The objectives of the Chapter shall be those of the American Fisheries Society (hereinafter referred to as the Society) as set forth in Article I of the Society's Constitution, and especially, to encourage the exchange of regional fisheries and other technical information among members of the Society who belong to this Chapter.
- (c) All activities of this Chapter shall conform to the Society's Constitution.
- (d) The Chapter shall maintain an Administrative Handbook to describe procedures for implementing these bylaws.

~~SECTION~~ARTICLE 2. MEMBERSHIP

The membership of the Chapter shall be composed of those Active Members of the Society who have an interest in the fisheries and related issues of importance to the State of Oregon. The voting membership of the Chapter shall consist of those Society members, including members of any approved Student Subunit of the Chapter, who are Active Society Members (~~as defined by the Society constitution~~) residing or working in the State of Oregon and such other Society Active Members as who choose to be Chapter members by designating so on the Society membership application. Non-voting Student Affiliate membership of the Chapter shall consist of those members of any approved Student Subunit of the Chapter who are not Society Active Members. In accordance with the Constitution of the Society, only Society members may hold office, serve as committee chairs, or vote on Chapter business.

~~SECTION~~ARTICLE 3. MEETINGS

The Chapter shall hold at least one meeting annually at a time and place designated by its Executive Committee. The program and presentation of papers shall be the responsibility of the Program Committee.

~~SECTION~~ARTICLE 4. OFFICERS

(a) The officers of the Chapter shall consist of, at least, a President, President-Elect, Past President, Vice-President, Secretary, Treasurer, Internal Director, External Director and a two Student Representatives (each chosen by the approved their represented Student Subunit(s) of the Chapter). Officers (other than the Treasurer) serve 1-year terms beginning May 1 each year, except

Commented [SR1]: In this draft, ~~strikethrough~~ shows existing text proposed to be removed from the bylaws. New proposed text is shown with **Bold**.

that in years when the annual meeting occurs after May 1, new officers begin serving one month after the election associated with that annual meeting.

(b) Officers are elected at the annual meeting (or by membership email vote or online poll as approved by the Executive Committee) except that the President-Elect succeeds to the office of President upon completion of a term as President-Elect, and the President succeeds to the office of Past-President upon completion of a term as President. The Treasurer holds a two-year term. The Student Representative shall be elected according to Oregon Chapter of the American Fisheries Society **Student Subunit** Bylaws at a time and in a manner decided by the approved Student Subunit of the Chapter and may serve a different 1-year term as a result. There shall be one Student Subunit Representative for associate degrees and one Student Subunit Representative for bachelor's degrees. Each Student Representative is allowed one vote in official Executive Committee proceedings. If more than one Student Subunit at the associates or bachelor's degree levels shall be approved by the Chapter, said subunits must reach a consensus in the selection of a single Student Representative on behalf of that degree level and inform the Executive Committee. Any officer may hold office for a period longer than one year or term if re-elected. In the case of a vacated position to which succession is not explicitly defined, the Executive Committee shall appoint a replacement to fill an unexpired term.

(c) In the event of a cancellation of an annual meeting, the officers and the members of any committee shall continue to serve until the next scheduled meeting or membership vote.

(d) The Executive Committee shall have discretionary authority to request resignations or remove from office any person(s) violating the constitution or by-laws, or for negligence, lack of performance, or other reasons substantially detrimental to the Chapter. Any member of the Executive Committee may file a petition to the President (or President-elect if the President is the person in question) to have any officer or Committee Chair removed from their position. This petition should contain any evidence and/or reasons why this person(s) should be removed. Removal of an officer or Committee Chair requires a two-thirds vote of all filled positions of the Executive Committee. (a) The officers of the Chapter shall consist of, at least, a President, President-Elect, Past President, Vice President, Secretary, Treasurer, Internal Director, External Director and a Student Representative (chosen by the approved Student Subunit(s) of the Chapter). Officers (other than the Treasurer) serve 1 year terms beginning May 1 each year, except that in years when the annual meeting occurs after May 1, new officers begin serving one month after the election associated with that annual meeting.

(b) Officers are elected at the annual meeting (or by membership email vote or online poll as approved by the Executive Committee) except that the President Elect succeeds to the office of President upon completion of a term as President Elect, and the President succeeds to the office of Past President upon completion of a term as President. The Treasurer holds a two year term. The Student Representative shall be elected according to Oregon Chapter of the American Fisheries Society Bylaws at a time and in a manner decided by the approved Student Subunit(s) of the Chapter, and may serve a different 1 year term as a result. If more than one Student Subunit shall be approved by the Chapter, these subunits shall collaborate in the selection of a single Student Representative to the Executive Committee. Any officer may hold office for a period longer than one year or term if re-elected to do so. In case of a vacated position to which succession is not explicitly defined, the Executive Committee shall appoint a replacement to fill an unexpired term.

~~(c) In the event of a cancellation of an annual meeting, the officers and the members of any committee shall continue to serve until the next scheduled meeting or membership vote.~~

~~(d) The Executive Committee shall have discretionary authority to request resignations or remove from office any person(s) violating the constitution or by laws, or for negligence, lack of performance, or other reasons substantially detrimental to the Chapter. Any member of the Executive Committee may file a petition to the President (or President elect if the President is the person in question) to have any officer or Committee Chair removed from their position. This petition should contain any evidence and/or reasons why this person(s) should be removed. Removal of an officer or Committee Chair requires a two-thirds vote of all filled positions of the Executive Committee.~~

SECTIONARTICLE 5. DUTIES OF OFFICERS

(a) The President of the Chapter presides at all Chapter meetings, chairs the Executive Committee, is the Chapter's representative to the Society (Western Division and AFS), and makes such appointments and performs other duties and functions as authorized and necessary for overall Chapter effectiveness.

(b) The President-Elect chairs the Program Committee and assumes the duties of the President if the latter is unable to act.

(c) The Past President chairs the Nominating Committee, is a member of the Financial Sustainability Committee to ensure adherence to the Financial Sustainability Plan and Investment Policy, and chairs the Executive Committee if neither the President nor President-Elect is available.

(d) The Vice-President chairs the Resolutions and Bylaws Committee and assumes the duties of the President-Elect in the event that office is vacated prior to completion of the term.

(e) The Secretary keeps the official records of the Chapter.

(f) The Treasurer is a member of the Financial Sustainability Committee responsible for disseminating information regarding the performance of the ORAFS Chapter investment portfolio, collects and banks any funds allotted to the Chapter, and disburses funds as authorized by the Executive Committee.

(g) The Internal Director chairs the Arrangements Committee and appoints the Historian and the chairs of the Awards and Scholarship Committees.

(h) The External Director appoints, supervises, and motivates the chairs of the various External Committees.

(i) The Student Representative serves as a liaison between the Chapter and the approved Student Subunit(s) of the Chapter.

SECTIONARTICLE 6. EXECUTIVE COMMITTEE

The Executive Committee consists of the Chapter officers and is responsible for overall operation and effectiveness of the Chapter. The Executive Committee is authorized to act on behalf of the Chapter between meetings and to perform appropriate duties and functions.

In addition, the Executive Committee:

1. Approves all expenditures, position statements, document reviews, meeting places, arrangements, programs, and any other actions requiring official sanction of the Oregon Chapter;
2. Develops recommendations to guide the incoming president;
3. Updates the Administrative Handbook periodically to maintain relevance;
4. Establishes the time and place for the annual meeting;
5. Establishes the registration fee structure for the annual meeting;
6. Meets or confers monthly to address Chapter business; and
7. Develops an annual budget and work plan for the upcoming period May 1 - April 30.
8. Approves investments and transfers of funds suggested by the Fiscal Sustainability Committee.

SECTIONARTICLE 7. CHAPTER COMMITTEES

Committees and Chairs of Standing Committees, except as listed in SectionARTICLE 5 & 6 of these Bylaws, may be appointed by the President as may be necessary to conduct the Chapter's activities. The President may also appoint Special Committees to address specific topics or issues that are temporary in nature. The terms of service for members of Special Committees shall end upon the discharge of the duties for which they were appointed. Terms for membership on Standing Committees end at the transition of Executive Committee officers (as described in SectionARTICLE 4).

SECTIONARTICLE 8. VOTING AND QUORUM

(a) All decisions at meetings are decided by a simple majority vote, except for bylaw revisions.

(b) A quorum at any Chapter meeting for transaction of official business shall be ~~the lesser of 50 Active Members or one third of the Chapter membership, except that members present may approve a lesser number for a given meeting, if circumstances dictate.~~ A quorum at any Executive Committee meeting shall be four Chapter officers, provided that one is President, President-Elect, or Past President, and the Student Representative is not counted as part of the quorum.

(c) Unless otherwise specified in these Bylaws or the Society's Constitution, meetings are conducted according to the latest edition of Robert's Rules of Order.

(d) Business and voting may be conducted via electronic mail ~~instead of at Chapter meetings.~~ An electronic vote must be approved by the President, or the Officers, as appropriate for the issue being considered. All aspects of the vote (quorum, notification, length of time the vote is left open) must follow the approved procedures for the type of issue being considered.

SECTIONARTICLE 9. DUES AND FEES

The Executive Committee shall establish annual dues subject to approval of the members voting at the annual meeting. The Executive Committee may assess registration fees for annual meetings and other events.

SECTIONARTICLE 10. AMENDMENT OF BYLAWS

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

~~(a) The Bylaws of the Chapter may be amended by a two-thirds majority approval of those Chapter members voting, provided that notice of the proposed change(s) be given to the Chapter membership at least 30 days prior to a meeting.~~

~~(b) Following approval by Chapter membership, bylaw amendments must be submitted to the Society's Executive Director at least 45 days before the next meeting of the Society's Executive Committee.~~

~~(c) Bylaw amendments shall not be implemented until they have been approved by the Society's Management Committee.~~

(NOTE: The Chapter's Executive Committee is encouraged to work with the Society's Constitutional Consultant on any proposed amendments before a vote of the Chapter membership. This will usually expedite the process.)

History of Bylaws and Amendments

Adopted: February 2, 1965

Amended: January 28, 1972

Amended: February 2, 1979

Amended: February 22, 1996

Amended: February 13, 1997

Amended: June 13, 2001

Approved by AFS Governing Board: August 2001

Amended: February 19, 2004

Approved by AFS Governing Board: March 2004

Amended: February 24, 2011 (Revisions approved by Chapter at annual meeting)

Approved by AFS Governing Board: March 12, 2011

Amended: November 11, 2015 (Revisions approved by Chapter membership e-vote)

Approved by AFS Management Committee: November 16, 2015

Amended: October 1, 2016

Approved by AFS Governing Board: November 9, 2016

Attachment D

The Mid-Canada Chapter of the American Fisheries Society

BYLAWS

Section I - Name and Objectives

1. The name of this organization shall be the Mid-Canada Chapter of the American Fisheries Society, hereinafter referred to as the Chapter.
2. The objectives of the Chapter shall be those of the American Fisheries Society as set forth in Article 1 of the constitution, and to encourage the exchange of information by members of the Society belonging to this Chapter.

Section II - Membership

1. The membership of the Chapter shall be composed of those American Fisheries Society members in good standing residing in, working in, or having a professional interest in the provinces of Alberta, Saskatchewan, Manitoba, Northwest Territories, and Nunavut.

Section III - Meetings and Voting

1. The Chapter shall hold at least one meeting annually at a time and place designated by the Executive Committee. The annual meeting can occur in-person or virtually. The program and presentation of papers will be the responsibility of the Program Committee.
2. Decisions at meetings of the Chapter shall be in accordance with the Constitution of the American Fisheries Society.
3. A quorum for the transaction of official business shall be one-third of the Chapter membership and can be conducted in-person or virtually.

Section IV - Officers

1. The officers of the Chapter shall consist of a President, President-elect, a Secretary, Treasurer, Provincial / Territorial Representatives, Student Representative, and Communication Manager.
2. Officers shall be elected at the annual meeting or by online ballot. All positions shall be held for no more than one year, but should no nominations come forward, an officer can serve in consecutive years.
3. In case of a vacated position, the Executive Committee shall appoint a qualified replacement to fill an unexpired term.
4. No elected officer or appointed committee member of the Chapter shall receive any salary or other compensation. Expenses may be defrayed from funds available to the Chapter when authorized by the Executive Committee.
5. In the event of a cancellation of an annual meeting, the officers and the members of any committees shall continue to serve until the next scheduled meeting.

Section V – Duties of Officers

1. The President of the Chapter shall preside at all meetings, serve as Chairperson of the Executive Committee, Canadian Aquatic Resources Section, represent the Chapter on the Executive Committee of the North Central Division and at the American Fisheries Society meetings, and make appointments and perform other duties and functions as are authorized.
2. The President-elect shall be Chairperson of the Program Committee and assume the duties of the President if the latter is unable to act.

3. The Secretary shall keep the official records of the Chapter; submit a copy of the Minutes of the annual business meeting to the Executive ~~Director~~ Committee of the Society and the Secretary-Treasurer of the North Central Division within 30 days after said meetings. They will also schedule meetings and manage the chapters email.
4. The Treasurer shall disburse funds as authorized by the Executive Committee or the membership, and submit a record of receipts and disbursements at the Annual Chapter Meeting. Other duties may be requested by the Executive Director of the American Fisheries Society and officers of the North Central Division. They will also collect and be the custodian of any funds collected or allotted to the Chapter and maintain chapter insurance.
5. The Provincial / Territorial Representatives will attend executive meetings and provide information to the Executive Committee about regional affairs and opportunities. Provincial / Territorial Representatives will reside within the province they represent or conduct the majority of their work in the province they represent. Provincial / Territorial Representatives will represent Alberta, Manitoba, Northwest Territories, Nunavut, and Saskatchewan.
6. The Student Representative will attend executive meetings and provide the executive committee with information about student affairs and opportunities related to fish and fisheries management. They will act as a liaison to any clubs, student AFS sub-chapters and committees that are on campus throughout the MCCs area of influence.
7. The Communication Manager will oversee updating of the website and any social media content and will attend executive meetings.

Section VI- Executive Committee

1. The Executive Committee of the Chapter shall consist of the elected officers and the immediate Past President.
2. The Executive Committee is authorized to act for the Chapter between meetings and to perform appropriate duties and functions.
3. A quorum is required for transaction of official business at an Executive Committee meeting; Executive Committee members can appoint a proxy.
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.

Section VII- Chapter Committees

1. Committees and the Chairpersons of Committees, except as listed in Section V and VI of these Bylaws, shall be appointed by the President.
2. The terms of office for members of Chapter Committees shall end upon the discharge of the duties for which they were appointed, or at the next annual meeting of the Chapter, whichever comes first.

Section VIII- Registration Fees and Dues

1. The Executive Committee may assess each registrant attending an annual meeting of the Chapter a registration fee necessary to cover the costs of the meeting and Chapter activities.
2. The Executive Committee shall have the power to establish annual dues subject to the approval of the members voting at the annual meeting.

Section IX- Amendment of the Bylaws

1. The Bylaws of the Chapter may be amended by a two-thirds majority approval of those members voting, provided that prior notice of at least 30 days be given to the membership of the proposed change(s). Said change(s) must be approved by the Executive Committee of the Society before taking effect.

Attachment E

BYLAWS OF THE TENNESSEE CHAPTER

Article 1 – Name and Objectives

- a. The name of this organization shall be the Tennessee Chapter of the American Fisheries Society, hereinafter referred to as the Chapter and Society respectively.
- b. The objectives of the Chapter shall be those of the American Fisheries Society as set forth in Article 1 of the Constitution and to encourage the exchange of information by members of the Society residing within the Tennessee area.

Article 2 – Membership

- a. Active Members of the Chapter shall be composed of those Society members in good standing residing within, working in, or having a professional interest in Tennessee fisheries resources.
- b. Affiliate Members are individuals or public or private institutions without voting privileges who wish to support the Chapter and have paid annual calendar-year dues.
- c. Members of the Tennessee Technological University and University of Tennessee-Knoxville Student Subunits shall be recognized as Chapter members.
- d. Only Active Members of the Society and Chapter may vote, hold office or chair a committee.

Article 3 – Meetings

- a. The Chapter shall hold at least one meeting annually at a time and place designated by the Executive Committee. The program and presentation of papers shall be the responsibility of the President ~~Elect~~.

Article 4 – Officers

- a. The officers of the Chapter shall consist of President, President-Elect, ~~and~~ Secretary, ~~and~~-Treasurer.
- b. All officers must be members in good standing of the Society and shall be nominated by the Chapter's Nominations and Awards Coordinator. Officers shall be elected by a majority of ballots cast. Election methods shall be determined by the Executive Committee.
- c. Terms of newly elected officers shall change at the Chapter annual meeting. With the exception of Secretary ~~and~~-Treasurer, officers shall serve for a period of one year in each

office, and shall be ineligible for re-election for a period of one year after the expiration of their term. The Secretary and Treasurer shall serve for a period of three years and may be elected to two consecutive terms. In the case of a vacated position, the Executive Committee shall appoint a qualified replacement to fill an unexpired term.

- d. In the event of a cancellation of an annual meeting the officers and members of any committees shall continue to serve until the next scheduled meeting.
- e. No elected officer or appointed committee member of the Chapter shall receive any salary or other compensation. Expenses may be defrayed from funds available to the Chapter when authorized by the Executive Committee.

Article 5 – Duties of Officers

- a. The President shall preside at all meetings, shall serve as the Chair of the Executive Committee and Chair of the Meeting Planning Committee, shall represent the Chapter to the Southern Division and to the American Fisheries Society, shall make such appointments and perform other duties and functions as are authorized and necessary, and proceed to the office of Past-President at the end of the term.
- b. The President-Elect shall ~~pl~~assist planning the Chapter’s annual meeting, shall assume the duties of President in the event of their absence or inability to act, and advance to the office of President at the end of the term.
- ~~c.~~ The Secretary ~~Treasurer~~ shall keep the official records of the Chapter, ~~collect and be custodian of registration fees collected under Article 9 of these Bylaws, and any funds which may be allotted to the Chapter. The Secretary Treasurer shall disburse funds as may be authorized and necessary, submit a record of receipts and disbursements annually, maintain financial records in standard accounting format for review by Society officers and staff as needed or required,~~ submit minutes of the annual Chapter business meeting to the Executive Director and to the Secretary-Treasurer of the Division within 30 days after the annual Chapter meeting, and conduct elections. He/she shall perform such duties as may be requested by the Secretary-Treasurer of the American Fisheries Society and of the Southern Division.
- ~~e-d.~~ The Treasurer collects and is custodian of registration fees collected under Article 9 of these Bylaws, and any funds which may be allotted to the Chapter. The Treasurer shall disburse funds as may be authorized and necessary, submit a record of receipts and disbursements annually, maintain financial records in standard accounting format for review by Society officers and staff as needed or required.

Article 6 – Executive Committee

- a. The Executive Committee shall consist of the elected officers and immediate Past-President. Those with voting privileges shall be the President, President-Elect, Past-President, ~~and~~ Secretary, and Treasurer.

- b. The Committee is authorized to act for the Chapter between meetings and perform appropriate duties and functions.
- c. A quorum is required for transaction of official business at an Executive Committee meeting. A quorum for an Executive Committee meeting shall consist of three of the ~~four~~five members. Executive Committee members can appoint a proxy.
- d. 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.
- e. Executive Committee meetings are called by the President.

Article 7 – Chapter Committees

- a. Committees and the Chairs of Committees, except as listed in Articles 5 and 6 of these bylaws, shall be appointed by the President as may be necessary for the conduct of Chapter activities. ~~The Standing~~ committees shall include but not be limited to Operations and Meeting Planning. The terms of office for members of Chapter Committees shall end upon the discharge of the duties for which they were appointed, or at the next annual meeting of the Chapter, whichever comes first.

Operations Committee – A ~~five~~four-member Operations Committee appointed by the President shall consist of a nominations and awards coordinator, a history editor, a newsletter editor, webmaster, and an outreach coordinator. The nominations and awards coordinator shall provide a ~~state list~~ of names of which no more than two candidates (with their prior consent) for each elective position (President-Elect, ~~and~~ Secretary and Treasurer), shall solicit nominations from the membership for the Outstanding Fisheries Scientist, Lifetime Achievement, Distinguished Service, and Friend of Fisheries awards and shall oversee judgment of student presentations at the annual Chapter meeting. The history editor shall maintain the Chapter's historical record. ~~The webmaster shall maintain the Chapter's website, and serve as chapter webmaster.~~ The newsletter editor shall publish and distribute the Chapter's annual newsletter. The outreach coordinator shall manage the Chapter's outreach activities (e.g., Hutton Scholarship opportunities for students, continuing education opportunities for Chapter members, kids' fishing rodeos, social media and fundraisers) and may also be called upon to assist the Chapter President in drafting position statements or resolutions.

Meeting Planning Committee—Shall consist of the Committee Chair (President), President-elect, and at least two members appointed by the Chair. This Committee shall plan the annual meeting.

Article 8 – Voting and Quorum

- a. Decisions at meetings shall be by a majority of those present at any meeting; except that a motion for amendment of these Bylaws, as listed in Article 10, shall require a 30 day notice and two-thirds majority, ~~provided a quorum is present.~~

- b. A quorum at any Chapter meeting for the transaction of official business shall be at least 10 members in good standing.
- c. Business and voting may be conducted via mail or electronic media if approved by the Executive Committee.
- d. Unless otherwise specified in these Bylaws or the Society Constitution, Rules and Procedures, meetings are conducted according to the latest edition of Robert's Rules of Order.

Article 9 – Dues and Fees

- a. The Executive Committee may assess each registrant attending meeting(s) of the Chapter a registration fee necessary to cover the costs of the meeting(s) and Chapter activities. Collections shall be made for financing the Chapter operations, as may be directed by the membership or by the authorization of the Executive Committee.
- b. Annual dues for membership in the Chapter shall be established by the Executive Committee subject to approval of the members voting at the annual meeting and must be paid before the annual Chapter business meeting.
- c. Collections shall be made by the ~~Secretary~~-Treasurer and disbursements shall be made for financing Chapter operations, as may be directed by the membership or authorized by the Executive Committee.

Article 10 – Amendments of the Bylaws

- a. The Bylaws of the Chapter may be amended and approved in accordance with the Constitution of the Society and by Article 8 of these Bylaws.
- b. The Bylaws of the Chapter may be amended upon recommendation of three-~~fourths~~-fifths of the Executive Committee. Proposed amendments shall be circulated in writing to the membership at least 30 days prior to any regular meeting at which a vote is to be taken. Such amendments shall pass upon approval by a two-thirds majority of the members present at any regular meeting, provided a quorum is present. If voting is by mail or electronic ballot, members must be given at least 30 days to return their ballots.
- c. A petition for amendment of the Bylaws signed by no less than 50 percent of the members irrespective of any action relative thereto taken by the Executive Committee shall be circulated to the membership at least 30 days prior to a regular meeting. Such amendments shall pass upon approval by a two-thirds majority of the members present at any regular meeting, provided a quorum is present. If voting is by mail or electronic ballot, members must be given at least 30 days to return their ballots.
- d. Amendments of Chapter Bylaws must be reviewed by the Society's Constitutional Consultant for conformity with the Society's Constitution, ~~Bylaws, and Rules,~~ and

Procedures. The Constitutional Consultant presents the adopted amendment to the Society ~~Governing Board~~Management Committee for approval. Amendments do not take effect until the Executive Director sends written notice of the ~~Governing Board's~~Management Committee's approval.

Article 11 – Dissolution

- a. Upon dissolution of the Chapter, all assets and records will revert to the Society (presently exempt from federal tax under the provisions of Article 501 (c) (3) of the Internal Revenue Service Code) for the disposal in the best interest of the Chapter's former members or of the Society, as described by the ~~Governing Board~~Management Committee.

Attachment F

Bylaws of the PennWest – California Chapter of the American Fisheries Society

Article I. Name and Objectives

1. The name of this organization shall be the PennWest - California Subunit of the Pennsylvania Chapter of the American Fisheries Society hereinafter referred to as the PWC Subunit of the PA Chapter of AFS.
2. The objectives of the PWC Subunit of the PA Chapter of AFS shall be those of the Society as set forth in Article I of the Constitution. In addition, the PWC Subunit of AFS will:
 - a. Foster and engage member involvement/exchange of regional fisheries issues
 - b. Encourage member involvement in Chapter, Division, and Society activities which enhance/develop fisheries professionalism
 - c. Develop opportunities for members to complete requirements for professional certification
3. All activities of this Subunit shall conform to the Society's Constitution, Rules, and Procedures.

Article II. Membership

1. The membership in this Subunit shall be composed of PennWest – California (PWC) students, faculty, and alumni. The Executive Committee may also consider individuals who have had no present or past affiliation with PWC but whose interests clearly align with the PWC Subunit of the PA Chapter of AFS.
2. Only active members of the Society may vote, hold office, or chair a committee.
3. No member will be restricted as to his or her involvement with the PWC Subunit of the PA Chapter of AFS, should he or she miss meetings or other planned events.

Article III. Officers

1. The officers of the Subunit shall consist of a President, Vice President, and Public Relations. The faculty advisor will serve as 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 last meeting in April of each calendar year.
5. The Subunit Officers shall serve for a period of one year in each office, and may be eligible for re-election at 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 with a majority vote.

Article IV. Duties of Officers

1. The President shall:
 - a. Preside at all meetings;
 - b. Serve as Chair of the Executive Committee;
 - c. Coordinate the activities of the Subunit's standing and special committees and serve as liaison between such committees and the Executive Committee;
 - d. Represent the Subunit to the Pennsylvania Chapter of AFS;
 - e. Conduct official correspondence for the Subunit and present reports of Subunit activities at Pennsylvania Chapter of AFS meetings; and
 - f. Make such appointments and perform other duties and functions as are authorized and necessary.
2. The Vice President shall:
 - a. Preside at all meetings;
 - b. Serve on the Executive Committee;
 - c. Serve as the chair of the Nominating Committee;
 - d. Serve as the chair of the Program Committee; and
 - e. Shall assume the duties of the President in the event of his/her absence or inability to act.
3. The Public Relations officer shall:
 - a. Preside at all meetings;
 - b. Serve on the Executive Committee;
 - c. Report/disperse information relevant to the group promoting activities.
4. The Secretary/Treasurer shall:
 - a. Preside at all meetings;
 - b. Serve on the Executive Committee;
 - c. Record proceedings of all Subunit business;
 - d. Keep the official financial 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;
 - e. Disburse funds only as authorized by the membership of Executive Committee; and
 - f. 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's vote shall be the deciding vote.
5. Executive Committee meetings will be called by the President and occur at least two times per year.

Article VI. Meetings and Voting

1. The PWC Subunit of the PA Chapter of AFS 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 at least 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. Membership – maintain the list of active PWC Subunit of the PA Chapter of AFS members; recruit new members; and distribute information to members at the request of the Executive Committee
 - b. Nominating – recommends candidates for offices; and issues, collects, and tallies ballots.
 - c. Resource and Public Policy – promotes the conservation and sustainability of fishery resources. Committee will work to identify issues of regional concern that impacting fisheries and aquatic sciences. If appropriate, the Committee may propose an issue for study and development into a formal policy statement.
 - d. Professional Certification – work with Subunit members to coordinate educational and training needs which satisfy the requirements of Professional Certification.

Article VIII. Dues and Fees

1. The Executive Committee has the authority to change annual dues subject to approval of the members voting at the April meeting.
2. The Executive Committee may assess registration fees for meetings or other Subunit events.

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, an adopted 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 Governing Board for approval.
 - C. Amendments take effect when the Subunit receives written notice of their approval by the Governing Board from the Executive Director.

Attachment G

Bylaws of the ~~BYU-Idaho~~Teton Student Subunit of the Idaho Chapter of the American Fisheries Society (~~BYU-~~AFS)

ARTICLE I. Name and Objectives

1. The name of this organization shall be the ~~Brigham Young University-Idaho~~Teton Student Subunit of the Idaho 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:
 1. to encourage the exchange of fisheries information among students and Subunit members as well as encourage student involvement in the Chapter, Division, and Society,
 2. to increase awareness and appreciation among students and Subunit members of fish related resources and activities,
 3. to provide educational opportunities to university students and the local community, and
 4. to help students gain information and interaction with future employers and similar fisheries related organizations.
3. All activities of this Subunit shall conform to the Society's Constitution, Rules, and Procedures. Similarly, all activities of this Subunit shall accurately and positively reflect the mission and purpose of Brigham Young University-Idaho.

Commented [SR2]: Be consistent with punctuation at the end of each statement. Some are periods, commas, or semicolons – I suspect you want semicolons.

ARTICLE II. Membership

1. The membership of the Subunit shall be composed of those Brigham Young University-Idaho students who are interested in fisheries, aquatic ecology, and related water or watershed issues, and faculty and alumni who are active members of the Chapter.
2. Only Active members of the ~~Society~~ or Chapter may vote, hold office, or chair a committee.

Commented [SR3]: Only folks belonging to the Society can vote hold office.

ARTICLE III. Officers

1. The officers of the Subunit shall consist of a President, a Vice President, and a Secretary/Treasurer.
2. All officers must be members in good standing of the Society.
3. All officers should be in good academic standing with the university with a minimum GPA of 2.5.
4. Officers shall be nominated by members in good standing. All nominations must be for active members of the Society and subunit. Members can be nominated for one

or more elective positions, but no one may hold more than one elective position simultaneously.

5. The election of officers shall be made during a meeting in September.
6. The Subunit Officers shall serve for a period of one year in each office, and shall be ineligible for re-election for a period of one year after the expiration of their term unless there are no other eligible subunit members to fill the office.
7. In the event of a vacated position, the Executive Committee shall appoint a qualified replacement to fill the unexpired term.
8. No elected officer or appointed committee member of the Subunit shall receive any salary or other compensation. Expenses may be defrayed from funds available to the Subunit when authorized by the Executive Committee.

ARTICLE IV. Duties of Officers

1. The President shall:
 1. Preside at all meetings;
 2. Appoint all committees
 3. Serve as Chair of the Subunit Executive Committee;
 4. Coordinate the activities of the Subunit's standing and technical committees and serve as liaison between such committees and the Executive Committee;
 5. Represent the Subunit to the Chapter and act as a voting member of the Chapter Executive Committee;
 6. Conduct official correspondence for the Subunit and present reports of Subunit activities at the annual meeting;
 7. Make such appointments and perform other duties and functions as are authorized and necessary and,
 8. Delegate responsibilities to the Vice-President as deemed necessary.
2. The Vice-President shall:
 1. Assume the duties of the President, if the President is absent or unable to act; and,
 2. Serve on the Subunit Executive Committee;
3. The Secretary/Treasurer shall:
 1. Keep the official records of the Subunit
 2. Submit minutes of the annual Subunit business meeting to ~~the Executive Director and to~~ the secretary-treasurer of the Chapter within 30 days after the annual Subunit meeting;
 3. Assist President and Vice President
 4. Collect and be custodian of any fees or assessments authorized by these bylaws or funds allotted to the Subunit by the ~~Chapter and~~ Society;
 5. Disburse funds only as authorized by either the membership or Subunit Executive Committee;
 6. 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;
 7. Submit a record of receipts and disbursements at the Annual Chapter meeting, establish necessary banking arrangements and prepare and file necessary tax returns and other official documents necessary to keep the

Commented [SR4]: This is no longer needed.

- Subunit in good legal and financial standing, and maintain financial records for review by Chapter or Society officers and staff as needed or required; and
8. Serve on the Executive Committee

ARTICLE V. Executive Committee

1. The Executive Committee of the Subunit shall consist of elected officers, and other members as appointed by the President. Appointed positions will not have voting rights.
2. The Executive Committee is authorized to act on behalf of the Subunit between annual meetings.
3. A majority of voting Executive Committee members constitutes a quorum. A quorum is required for transaction of official business at an Executive Committee meeting. Executive Committee members can appoint a proxy.
4. Each member of the Executive Committee shall have one vote on Executive Committee decisions.
5. Executive Committee meetings are called by the President and are typically held three times per year.

ARTICLE VI. Meetings and Voting

1. The Subunit shall have approximately one meeting per month during Fall, Winter, and Spring semesters, and as needed in the Summer term, at a time and place designated by its Executive Committee. Special meetings may be called by the President with approval of the Executive Committee.
2. A quorum is required for transaction of official business and shall be a majority of the Subunit membership.
3. Business and voting may be conducted via telephone mail, e-mail, or other form of electronic mail if necessary, 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 Subunit meetings are by simple majority of Active Subunit Members voting, except 2/3 majorities are required in special cases such as amending the Bylaws and suspending a Rule.

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 annual Subunit meetings and interim meetings of the Executive Committee.
3. The Unit has established the following standing committees:
 1. Program Committee shall consist of not less than three members including the Vice President who shall be Chairperson. The Program Committee is responsible for arrangements of the program for the monthly meetings consisting of technical papers, symposia related to fisheries, and other appropriate activities related to the fisheries field.

Commented [SR5]: Will not have voting rights on the EXCOM?

Commented [SR6]: Can you get a majority of members at each meeting to vote? Some units have 20 members, 25% of members, etc. This can be whatever you think will allow you to meet quorum.

Commented [SR7]: Voting cannot be conducted over the phone because it cannot be documented. I substituted "mail".

ARTICLE VIII. Dues and Fees

1. The Executive Committee shall establish dues subject to approval of the members voting at the annual meeting.

ARTICLE IX. Bylaws, Rules and Procedures

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.
 1. 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. If voting is by mail ballot, members must be given at least 30 days to return their ballots.
 2. 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.
 3. Amendments take effect when the Subunit receives written notice of their approval by the ~~Governing Board~~ Management Committee from the Society Executive Director.

Attachment H

Motion to Change the Past Presidents Endowment Fund (PPEF) to Past Presidents Enhancement Fund

Proposal/Motion: The Past Presidents Advisory Council requests the AFS Management Committee change the PPEF from being managed and used as endowment to being managed and used as current use funds. The new name for the fund will be the Past Presidents Enhancement Fund (PPEF). AFS staff are authorized to implement any procedural or financial management changes necessary to implement PPEF as current use funds.

Background and proposed new Procedures for the PPEF are below.

Background:

The Past Presidents Endowment Fund (PPEF) was proposed in 2005 and officially established (via the AFS Procedures Manual) in the 2006 Annual Meeting. The financial goal when proposed and established (in 2005/2006) was to raise \$100,000 in the endowment within five years of establishment (i.e., by 2011), yielding \$5,000 annually for use in support of AFS programs.

In December 2006, two past presidents (Knuth, Adelman) invited all then-past-presidents to contribute to the PPEF to help meet the goal of raising \$100,000 in the next five years. Obviously, that goal was not reached (not even close – e.g. by 2017 the balance had only reached \$40,766 ... not even half of its stated goal after 12 years in existence). Currently, after almost 20 years after its creation, PPEF is still far from hitting its 5-year goal (current balance is ~\$75,000).

The PPEF creation document stated “Should the PPEF become obsolete for any reasons, the AFS Executive Director will reassign the resources of the endowment to other endowments or programs of the Society that most closely resemble the goals and established practice of the PPEF, to the extent possible.” Thus, it is possible to change the PPEF as an endowment to current-use funds to support programs of AFS.

AFS has quite a number of worthy initiatives that would benefit from funding, and now has a competent Development Manager who is actively and clearly identifying a range of donation needs for key AFS purposes at different giving levels. We propose changing the Past Presidents Endowment Fund into a Past Presidents Enhancement Fund which would be “current use” dollars (not endowment) that the Past Presidents Advisory Council (PPAC) would choose how (and how much) to spend each year based on selecting from a list of AFS needs provided annually to the PPAC by the Development Director (and which meet the Purpose of the PPEF to “support networking of fisheries professionals throughout the world” and especially “be used to support junior and mid-career AFS members from identities historically underrepresented in the fisheries profession or who bridge nations and cultures”).

Procedurally, such a change would require a request from PPAC to the AFS President to have the PPAC recommendation to change from endowment to current use funds considered by the AFS Management Committee. Such a request from PPAC to the President should also copy the Executive Director and the Constitutional Consultant.

Proposed New Procedures:

Past Presidents Enhancement Fund (PPEF)

Purpose: The goal of the Past Presidents Enhancement Fund (PPEF) is the continued development of fisheries professionals and the promotion of networking of fisheries professionals throughout the world so that the fisheries profession will be stronger in the future than in the past. In particular, the PPEF shall be used to support junior and mid-career AFS members from identities historically underrepresented in the fisheries profession or who bridge nations and cultures.

Fund Disbursements:

1. Annually, at least three months prior to the annual meeting of the Past Presidents Advisory Council (PPAC), the AFS Development Director will provide to the PPAC (via the PPAC chair or co-chairs) a list of at least one (1) and not more than three (3) potential funding options that relate to the purpose of the PPEF (above).
2. At least three months prior to the PPAC annual meeting the PPAC chair/co-chairs will obtain a current financial report from the AFS finance director regarding the current balance available in the PPEF.
3. The PPAC chair/co-chairs will then solicit ideas from PPAC members regarding which of the listed options from the Development Director should be considered for funding through the PPEF. At least two weeks prior to the annual meeting of the PPAC, the PPAC chair/co-chairs will send a proposed motion to the PPAC for consideration the annual meeting of the PPAC, proposing which of the options should be funded through the PPEF and at what funding level.
 - a. In any year, the PPAC may disburse up to 10% of the funds held in the PPEF.
4. The PPAC will consider the proposed motion at the annual meeting. Amendment(s) to the proposed motion may be proposed at the meeting by PPAC members and vote(s) will be taken according to the usual practices of the PPAC.
5. Following the PPAC meeting and vote, the PPAC chair/co-chairs will communicate the result to the AFS Development Director, copying the Executive Director and the finance director to implement fund disbursement (if any) as approved by the PPAC.
6. The PPAC may decide in any year not to disburse funds from the PPEF.

Fund Contributions: Contributions to the PPEF are welcomed at any time by any person or organization that agrees with the purpose and management of the PPEF as described herein. The Fund accepts gifts of all kinds (e.g., cash, pledges, appreciated property, estate gifts) according to the practices of the American Fisheries Society.

Attachment I

AFS Procedures Manual Revision for Publications Overview Committee (April 2022 version)

(Proposed new language immediately below with current language on next page)

The bulk of the text that constituted the operational guidelines section seemed out of place. Although some of the contents in the operational guidelines was useful, the POC did not interpret it to be relevant to the AFS procedures manual. As such they recommend this language be removed from the procedures manual. In the future, the POC could revise the operational guidelines and they could possibly go elsewhere; for example, as a chapter in the AFS Style Guide.

Of more importance, the POC decided that the purpose, composition, and duties sections of the POC procedures was relevant but should be revised. The composition section was revised with the intention of making it more flexible in a way that may buffer future versions of POC. The duties section was also revised with the aim of adding supporting, descriptive text, as well as modifying duties that were no longer relevant.

Publications Overview Committee

Purpose:

Provides overall publication and editorial review for the Society to ensure coherent planning and development of Society and unit publication programs.

Composition:

- Up to nine persons, although a quorum for meetings is five members.
- Members are suggested to serve three-year terms that can be staggered to avoid complete turnover of the committee in a given year.
- The AFS president shall designate a committee chair when that position comes open, in addition to an AFS governing liaison. Additionally, the director of publications should serve as a nonvoting member.

Duties:

1. Develops and helps implement a strategic plan for AFS publications as needed and under the guidance of the Director of Publications.
2. Monitors publication activities and decisions to ensure conformance with established practices and policies to ensure they are commensurate with the needs of society membership.
 - a. In addition to annual monitoring and reviews that are completed by individual publications (e.g., journals) and groups (e.g., Editors-in-Chief), the POC may take up evaluation activities at the charge of the president or others, when some review and recommendations are needed.
3. Evaluates current and proposed practices and policies, reports evaluation to the Governing Board, Executive Director, and Publications Manager as appropriate.
 - a. The POC serves an *ad hoc* role of reviewing and providing expert opinion on various practices and policies when requested by the AFS president, Executive Director, Director of Publications, or others within the Society.

4. Anticipates publication and editorial concerns of the profession and Society; performs necessary activities to gather data or opinions as the basis for anticipated changes in publication or editorial functions.
 - a. The POC is an expert group that should understand larger trends and developments in scientific publishing both inside and outside the Society. Although Society publications are not patterned off any external publications, the POC should use their knowledge about current practices in scientific publishing to inform Society publications and provide options and directions to insure current and future viability of Society publications.

Current Procedures Manual language for the POC

Publications Overview Committee

Purpose:

Provides overall publication and editorial review for the Society to ensure coherent planning and development of Society and unit publication programs.

Composition:

At least nine persons with staggered three-year terms, at least three of whom shall be appointed by each new AFS President who shall also designate the Chair from among the whole Committee; the Publications Manager is a nonvoting member and the President-Elect is a voting member.

Duties:

1. Monitors publication activities and decisions to ensure conformance with established practices and policies.
2. Evaluates current and proposed practices and policies; reports evaluation to the Governing Board, Executive Director, and Publications Manager as appropriate.
3. Interprets editorial and publication policies and practices at the request of AFS members and staff.
4. Assists the Publications Manager in the administration of the publications functions of the Society.
5. Anticipates publication and editorial concerns of the profession and Society; performs necessary activities to gather data or opinions as the basis for anticipated changes in publication or editorial functions.
6. Develops and helps implement a strategic plan for AFS publications.

7. Develops implementing direction and agenda for the AFS Strategic Plan.

Operational Guidelines:

Ethical Guidelines for Publication of Fisheries Research

Preface

At the annual meeting of the American Fisheries Society in St. Louis, Missouri, in 2000 the governing board approved the first Guidelines for Authorship developed by the Publications Overview Committee (POC) under the leadership of Mary Fabrizio. The stated purpose was to “assist AFS members in determining authorship of scholarly documents intended for presentation, publication, or other dissemination. Such documents include manuscripts intended for publication in the peer-reviewed literature, reports, and visual aids used to illustrate oral presentations at professional meetings.” These standards focused entirely on what kinds of activities do or do not qualify one for authorship, the order of authors, and acknowledgment of assistance that did not rise to the level of authorship. This was a necessary “first step” in establishing minimum standards for quality scholarship in American Fisheries Society journals.

Despite being a major step forward, the original guidelines for authorship did not address other important issues, such as clear statements against unscholarly practices such as plagiarism. It also did not address more challenging and nuanced decisions, such as when and if to include deceased persons as authors. There is no clear statement on other ethical matters, such as dual publication and use of living animals as research subjects. Finally, the document focused entirely on the role of authors in the publication process. Our Society’s publications process relies on volunteers as editors, associate editors, and reviewers, each of which has a critical role to play in the integrity of the overall publications process. Each acts as a “check and balance” on one another throughout the publication process.

This revision of the American Fisheries Society Guidelines for Publication of Fisheries Research seeks to re-affirm the principles set forth in the original document and augment it with additional guidelines on roles and responsibilities not covered in the original document. Some of the material is taken verbatim or with minimal wordsmithing from the original document, and the authors of this document gratefully acknowledge the work of our predecessors. It is organized in sections for each step in the publication process: editors and associate editors; authors; and reviewers. It also includes principles that apply in general to publications regardless of role. The structure and some of the content of this document is reprinted in part with permission from “Ethical Guidelines to Publication of Chemical Research,” Copyright 1985, 1989, 1995, 2001, 2006, 2010, 2012, 2015 American Chemical Society (ACS) and with the expressed permission of ACS. The members of the POC are grateful for the generosity of our colleagues at ACS for this assistance.

Roles and Guiding Principles

Authors

Authorship confers credit to the individuals involved in a study. With credit comes responsibility. Thus, every coauthor must contribute meaningfully to the overall success of the research conducted and its communication. Every author should strive to ensure their research is presented accurately, succinctly, and completely with sufficient information to permit scientists with

similar training and ability and with access to the same or similar data to reproduce the methods and hence, potentially, the results. Every author should be willing to accept and address criticisms of the manuscript by readers, reviewers, and editors. Anyone who does not meet these criteria has not earned authorship.

In general terms, the stages of publication are: proposing the research (conception of the question or hypotheses, development of study objectives, experimental, and statistical design), data collection, data analysis and interpretation, and preparing the manuscript (writing, reviewing, and editing). Funding, while absolutely necessary for conducting research, is not part of the publication process, hence securing of funding or administering funding do not qualify one for authorship. Each author should make two or more significant contributions. Persons whose sole contribution to the investigation consists of conducting routine laboratory analyses or data collection (i.e., performing technical tasks using prescribed standard operating procedures; preparation of graphics) have not earned authorship; such work warrants an acknowledgment. Exceptions may occur when considering the contribution of an individual who has developed a data set over exceptionally long periods of time (for example, such individuals have a unique perspective on their data that may be necessary for proper interpretation). Similarly, when the manuscript is prepared an author is expected to make substantive comments, not simply editing grammar or punctuation. Examples describing the level of conceptual involvement or technical participation required for authors are given in Day (1998; Chapter 5 in “How to Write and Publish a Scientific Paper, 5th edition. Oryx Press).

Determining the number and sequence of names on the title page of a paper is an ethical decision involving fairness and trust: fairness in properly representing each person’s contribution to the study, and trust in accurately portraying the responsibility of each author for all or part of the work. Both are compromised when colleagues whose contributions merit recognition are overlooked (not giving credit where credit is due) or when colleagues whose contributions are minor are granted authorship status (gratuitous authorship). Ultimately, authorship and the ordering of names in a byline is the *joint decision* of the research team members. Although discussion of authorship and ordering of the byline with potential coauthors before the investigation begins is a valuable step, roles and responsibilities may change, requiring re-consideration of order of authorship or even if authorship has been earned (i.e., if a previously identified ‘author’ fails to participate in their anticipated role). Before, during, and after writing begins, each author must reassess their role and contribution to ensure the final suite of authors fairly and accurately represents contributions. When submitting a manuscript for publication every author must consent to the submission of the manuscript and affirm they are willing to take responsibility for the work.

Occasionally researchers die unexpectedly or become mentally disabled during the conduct of research and prior to submission of manuscripts. In such cases, such individuals will not be able to consent to submission, which is a necessary step for earning authorship. Furthermore, deceased and mentally disabled persons cannot be held accountable for research after it is published, which is a critical element of the research and publication process at its coarsest scale, and cannot benefit from credit for the work in terms of recognition. For these reasons, the American Fisheries Society discourages inclusion of individuals as authors when they died or became mentally disabled *prior to submission* of the manuscript. In most cases, deceased or mentally disabled persons who contributed materially to the conduct of research are to be acknowledged when submission occurs prior to death. AFS does not preclude inclusion of deceased authors when death occurred after submission.

Although all of the principles and guidelines presented here are intended to apply specifically to AFS journals, they can be viewed as broadly applicable to publication in the fisheries literature as a whole. They can also be viewed as applying to publication for non-professional audiences. In many cases, the language used to communicate to a lay audience differs, but the core principles of quality and integrity apply regardless of publication medium.

Editors and Associate Editors

The American Fisheries Society uses a two-tiered editorial structure with a small number of editors (2-3 per journal) and associate editors (or subject or science editors, 11-25 per journal). Editors and subject editors have ultimate responsibility for the content of American Fisheries Society journals. The role of AFS editors is primarily strategic; it includes assessing the general suitability of a manuscript for the journal to which it is submitted (i.e., is the subject matter of the manuscript consistent with the journal's theme) and making the final decision on publication (i.e., is the manuscript scientifically and technically sound). Associate editors assist editors by providing expert opinion regarding general suitability of manuscripts. Their primary responsibility is recruiting and assigning reviewers and providing editors with a judgement on the suitability of a manuscript for publication. Both of these roles are critical to the integrity of the review process and to the quality of manuscripts published in AFS journals.

Reviewers

Reviewers are generally, but not necessarily, American Fisheries Society members. Reviewers are frequently authors of published works who have particular expertise and can evaluate the scientific merit of a submitted manuscript. Publication of AFS journals would not be possible without high-quality reviews. When invited to review, it is the responsibility of the reviewer to affirm she or he is qualified to complete the review and can do so in the time frame specified by the associate editor. Because of the vital role of reviews in the scientific process, it is expected that American Fisheries Society members who are authors will also review manuscripts.

Authors, editors/associate editors, and reviewers

Timely publication of fisheries research is necessary to advancing our science, to management and conservation of fish and fisheries resources, and to the education of the public and future fisheries professionals. Delays in this process materially and negatively affect all of these outcomes. Actions by every person in every role in the publication process affect the timeliness of publications in American Fisheries Society journals. Delays in assigning reviewers, completing and submitting reviews, processing and collating reviewer comments, and responding to reviews increase time to publication; cumulative delays can reach into several weeks or even months. Every participant in the publication process must strive to ensure timely action.

Specific Guidelines

Authors

Authors must balance the competing needs to communicate relevant results in a timely manner with that of producing a comprehensive treatment of their research. American Fisheries Society discourages the "minimum publishable unit" approach and favors reporting results from a complete research project.

Authors are encouraged to assist editors and associate editors by recommending qualified reviewers for their submitted manuscripts. Authors may also request to exclude potential reviewers, for example, if they have already reviewed the manuscript or if there is a known conflict of interest). Authors should be aware that AFS journal editors are not obliged to exclude non-preferred reviewers.

Federal agencies, many of whose employees are authors of AFS publications, now require data sets to be published prior to or concurrent with publication of research papers. As of this edition of American Fisheries Society Guidelines for Publication, data for publications authored or coauthored by Federal employees will be publically available. Non-federal authors who are not required to publish data sets are encouraged to make every effort to make data available to others when it is requested for scientific purposes.

Authors should cite publications that have been influential in any stage of the reported work (e.g., conception design, interpretation) and that will guide the reader quickly to research that is essential for understanding their research. Citations of works that readers cannot easily access (e.g., grey literature reports, personal communications) should be minimized. In the case of personal communications, records of email, phone calls, or other forms of communication must be retained and made available if requested. Authors are encouraged to cite the original work rather than a paper that references the original work. Doing so represents the highest level of scholarship, reduces previous citation errors, and avoids incorrect attributions.

Whenever fishes are used in experimentation or whenever fishes are captured alive during field work, authors will follow all applicable animal care and use standards. Also, where applicable, authors will report the protocol number of an Animal Care and Use Protocol, as approved by an Institutional Animal Care and Use Committee. During manuscript submission, authors must confirm that all of their research meets the ethical guidelines and legal requirements of the country in which it was performed. The American Fisheries Society has developed the document “Guidelines for the Use of Fishes in Research,” which addresses both field and laboratory research with fish. A free version of this document is available for viewing and/or downloading at <http://fisheries.org/policy-media/science-guidelines/guidelines-for-the-use-of-fishes-in-research/>.

Likewise, for human dimensions research, ethical guidelines for the use of human subjects in research will be followed and appropriate approvals must be reported from an Institutional Review Board or Institutional Biosafety Committee within the manuscript or acknowledgments. If hazardous chemicals are used (e.g., formalin), authors will disclose safety measures taken during the research. Authors are expected to follow all local, provincial/state, and federal guidelines for disposal of chemicals.

Submission of manuscripts describing the same or very similar research to more than one journal simultaneously (dual publication) is prohibited (see “Dual Publication of Scientific Information” in *Transactions of the American Fisheries Society* 110:573–574, 1981). If there is the potential for a reader to interpret a manuscript as a dual publication, the editor should be made aware.

All authors must reveal to the editor(s) and within the manuscript all potential conflicts of interest, professionally or financially relevant to the research being reported. If there are no conflicts of interest this must be stated explicitly.

Plagiarism of one’s own (a form of dual publication) or others’ work is prohibited in American Fisheries Society journals. AFS follows the U.S. National Science Foundation definition of plagiarism as “the appropriation of another person’s ideas, processes, results, or words without giving appropriate credit” (45 Code of Federal Regulations, Section 689.1). The American Fisheries Society also uses the “reasonable person” standard when deciding whether a submission constitutes plagiarism/duplicate publication. Material quoted verbatim must be placed in quotation marks and include a page reference. All submissions to AFS journals are electronically screened for plagiarism. When submitting a paper, one stipulates that, except where explicitly indicated otherwise, all of the statements, data, and other elements reflect one’s own work and not that of others. All allusions to

the work of others should be properly cited. Authors are also cautioned not to repeat long passages from their own previous publications. Failure to follow these requirements may result in rejection of the paper and, in extreme cases, restrictions on publishing in a journal.

Editors and Associate Editors

The content of manuscripts submitted for publication must be kept confidential throughout the review process to all persons external to the review process.

Editors and associate editors must afford all authors an unbiased review of their work without regard to characters or qualities unrelated to the work (age, ethnicity, gender identity, institutional affiliation, nationality, race, religion or lack thereof, seniority).

Editors and associate editors must make a good-faith effort to recruit competent reviewers for each and every manuscript. They are not obliged to include reviewers recommended by authors, but must give them the same due consideration as any other potential reviewer. Editors are discouraged from inviting reviewers that authors requested not be considered, unless there is a compelling reason to do so.

Editors and associate editors are responsible for ensuring a timely review process.

Decisions to accept or reject a manuscript must be made with full and careful consideration of all of the manuscript's strengths and weaknesses. Editors may reject manuscripts that are poorly prepared (i.e., not ready for review) or that lack in substance (e.g., improper statistical tests, unjustified conclusions, plagiarism). In all cases editors and associate editors must provide their reasoning for decisions. Editors must not make editorial comments anonymously and must be identified in all correspondence regarding reviews and decisions to accept/reject.

Editors and associate editors must avoid any and all potential conflicts of interest in the conduct of their duties. This includes, but is not limited to, the following: not serving as arbiters of their own work; not serving as arbiters of work of recent graduates if the manuscript is based on work that they supervised; and not serving as an arbiter if there is financial interest involved.

Reviewers

Persons invited to review must never agree to review a manuscript if they believe they are not qualified to review. Qualified in this context does not mean one is able to comment on *all* aspects of a manuscript. Associate editors frequently assign reviewers with different areas of expertise to assess particular aspects of a manuscript (e.g., statistical design; ecology; management perspective), and no one reviewer need possess expertise in all areas. Whenever a reviewer believes he or she is unqualified to review, the invitee should respond promptly so that another reviewer can be invited.

Persons invited to review must decline to review if they have a conflict of interest. Such conflicts may be personal (i.e., personal relationship with an author of the manuscript; financial interest in a particular outcome) or professional (e.g., supervising the work of the author; involved in the determination of funding for the research reported in the manuscript).

Reviewers must provide a thorough, complete, and prompt review of all aspects of the work they are qualified to review. Failure to consider relevant literature should be noted (but reviewers should be careful to not recommend citations of their own research disproportionately). Comments

should be thoughtful and fully justified to assist the associate editor and editor in judging the merits of the manuscript. Comments provided by reviewers must be respectful, focus on the content and substance of the manuscript, and must never be personal. Reviewers must strive to complete reviews in the time frame requested by the associate editor.

Reviewers must not disclose the content of a manuscript under review to anyone external to the review process.

Reviewers of American Fisheries Society manuscripts are anonymous by default, but reviewers may identify themselves by signing their review. The decision to disclose identity is at the discretion of the reviewer.

Attachment J – Development Program Review



AFS Development Program Review Content Review

July 3, 2024

Areas Covered Under Development

- Individual Giving
- Sponsorships
- Strategic Partnerships
- Federal Grants
- Planned Giving/Legacy Gifts



Development Focal Points for 2024

- Increase individual giving
 - Focus on unrestricted giving
- Establish primary and secondary funding priorities
- What results would you like to see from AFS supporting these priorities?



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<https://secure.fisheries.org/donate>.



Donor Gifts by Type 2013 - Present

Individual Donations By Type	
General	\$118,264.13
Policy	\$102,250.00
Student	\$175,281.84
Travel Support (Funds)	\$4,756.00
Low & Middle-Income Countries	\$4,786.00
Publications	\$2,937.00
Award	\$1,650.00
Professional Development	\$291.00
Misc.	\$54,930.82

*These are donations made by individual donors only.



Institutional Funding by Type- 2023

Institutional Funding- 2023	
Multistate Grant (USFWS)	\$158,276.31
Students (Hutton through BLM, NOAA and USFS)	\$216,280.00
Policy (BLM, NOAA and USFS)	\$85,750.00
Travel (Sponsorships and USFS)	\$28,000.00
Sponsorship (Annual Meeting)	\$129,000.00



What are funding priorities for AFS?

Areas identified as important from the membership survey:

- Attention to student needs
- Mentoring
- Continuing education programs
- Policy advocacy at the federal level on fisheries issues
- Training resources on the latest methods in science communication



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What are funding priorities for AFS?

Areas identified as important by the Development Committee:

- Membership
- Diversity, Equity and Inclusion
- Professional Development

How can the Development Committee support these areas?

How can we structure support to direct funding back into AFS?

How can we leverage resources we already have?



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What results would you like to see from AFS supporting these priorities?

Funding Priority:

Policy

Possible Deliverables:

Funding for Policy Intern

Funding for Issues Briefings

Funding for Science Communication

Example



Looking Forward

- What does a successful development program look like to you?
- What information would you need to make that decision?
- How can development priorities be integrated with other AFS program areas?
- How can AFS' development program become self-sustaining?
- What does AFS development look like in 1-2 years? 5-10 years?



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