

PROCEDURE MANUAL  
CALIFORNIA - NEVADA CHAPTER



of the  
AMERICAN FISHERIES SOCIETY  
2010

As of March 9, 2010



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## PURPOSE OF MANUAL

This manual has been prepared as a reference source for officers and committee chairs of the California-Nevada Chapter of the American Fisheries Society. During past years, bits and pieces of this manual have been passed to new officers and committee chairs. This is the first collation into a single document. The manual describes the general structure and operation of the Chapter, the duties and responsibilities of officers and committees as developed by the membership and its Executive Committee. In addition, this manual includes detailed instructions on holding the Chapter's annual meeting. This manual is meant to be an information resource for members, not a bureaucratic impediment and is intended to be updated periodically as needed.

## CHAPTER OBJECTIVES

The objectives of the Cal-Neva Chapter are modeled after those of the parent organization, the American Fisheries Society. Our objectives are to: (a) promote the conservation, development, and wise use of the fisheries. (b) promote and evaluate the development and advancement of all branches of fisheries science and practice and (c) gather and disseminate to Society members and the general public, scientific, technical, and other information about fisheries science and practice through publications, meetings and other forms of communication.

## EXECUTIVE COMMITTEE

The Executive Committee of the Chapter consists of the President, President-Elect, Past-President, Secretary, Treasurer, Newsletter Editor, the Chairs of the Policy and Resolutions, Awards, Bylaws and Nominations, Program, Membership, Conservation, International, Time and Place, Continuing Education, Exhibits, Finance, Fisheries Information Network, Communications, Chapter Historian, and Merchandise Standing Committees, and the presidents of the Sacramento-Davis, Humboldt, and Hawaii subunits of the Chapter. The Executive Committee is authorized to act for the Chapter between general membership meetings, to perform Chapter duties and functions, and to disperse funds for Chapter business. A voting quorum for transaction of official business of the Executive Committee consists of six Committee members, including at least three elected officers (President, President-Elect, Past-President, Secretary, and Treasurer) and three Standing Committee Chairs. In the event that a Standing Committee Chair cannot attend an Executive Committee meeting, the Chair may designate another member of the same committee to attend with full voting rights. All Executive Committee members are expected to vote on all issues when the Chapter President calls for a vote. Executive committee meetings are generally held monthly or as needed at convenient locations.

## DUTIES OF OFFICERS

### IMMEDIATE PAST-PRESIDENT

The Immediate Past-President is a member of the Executive Committee. Responsibilities of the Immediate Past-President include, but are not limited to: assessing the current President in all aspects of their duties, seeking and procuring nominations for officers; recommending changes in the Bylaws to the Executive Committee and membership; recommending changes to this Procedure Manual to the Executive Committee and membership, updating the Procedure Manual

with the assistance of the Executive Committee and Committee Chairs; tracking and maintaining a list of Resource Action Fund projects; distributing copies of the Bylaws and Procedure Manual to new officers and committee chairs; chairing the Past Presidents Committee; serving on the editorial board of AFS Journals as an Executive Committee representative; helping the President Elect prepare the abstracts for the annual meeting and coordinating with presenters and fisheries journals to publish suitable papers; and attending meetings as a voting member of the Executive Committee.

## PRESIDENT

The Chapter President shall preside at all meetings, serve as Executive Committee Chair, and represent the Chapter to the Division and to the Society and appoints all standing and ad hoc committee chairs.

Overall, the President is to ensure Chapter, Division and Society goals and objectives are met on an annual and long term basis. More specifically, the President is responsible for oversight of all aspects of Chapter operation. This includes presiding over the annual Chapter meeting and extending an invitation to the Division and Society leadership; chairing the annual business meeting of the Chapter and appointing a qualified member to serve as parliamentarian at that meeting; serving as Chair and voting member of the Chapter's Executive Committee, voting member of the Western Division Executive Committee, and as an ex-officio member of the Society Executive Committee; chairing and preparing agendas for Chapter Executive Committee meetings and seeking advice as needed; informing the President-Elect and other Executive Committee members of Chapter activities so that, if necessary, the President-Elect can perform the duties of the President; determining the need for and, when appropriate, forming special committees of the Chapter; appointing chairpersons for all standing and special committees; informing the Chapter membership about committee chairs and activities; communicating regularly with committee chairs, to ensure that committee responsibilities are actively pursued; requesting committee chairs to prepare annual reports; responding to issues brought to the Chapter's attention by the Society and Western Division; keeping Society staff and officers and Western Division officers informed of Chapter activities; editing and signing, or designating a signer for, all Chapter correspondence; and disbursing Chapter funds as authorized by the Chapter Executive Committee. The President is often the first Chapter contact for individuals soliciting information or financial contributions and needs to be prepared to either respond directly or defer such requests to other committee chairs or members. The President will submit a President's report for inclusion in each quarterly issue of the Chapter newsletter, Pisces.

## PRESIDENT-ELECT

The President-Elect serves as the Program Committee Chair (selects program committee members and runs the annual meeting) and assumes the duties of President in the President's absence or inability to act. More specifically the President-Elect is responsible for: working closely with the President to provide continuity of the Chapter activities into the next year; serving as a voting member of the Chapter Executive Committee; coordinating all arrangements for the annual Chapter meeting, including time, location, meals, program, keynote speaker, guest lecturer, raffle, etc(these duties are described more fully under the Program Committee Chair responsibility description); anticipating and making necessary committee chair appointments

immediately after succession to President or as is necessary during the term as President; and disbursing Chapter funds as authorized by the Chapter's Executive Committee.

### SECRETARY

The Secretary keeps the official records of the Chapter; submits a copy of the minutes of the annual business meeting to the Society Executive Director within 30 days after said meeting; compile minutes of the Executive Committee meetings periodically scheduled by the President; and discharge other duties that may be required by the Chapter Executive Committee.

More specifically, the Secretary will: prepare and distribute minutes of the annual business meeting and Executive Committee meetings to members of the Executive Committee; send, through the Chapter President, minutes of the annual business meeting to the Society Executive Director within 30 days after said meeting; serve as a voting member of the Executive Committee; and maintain records of activities, minutes, and other aspects of the Chapter and forward these records to the incoming Secretary. Following the annual Chapter business meeting, the Secretary will forward to the Chapter Historian for archival a complete set of approved minutes from the past fiscal year, including teleconferences and the one-year previous business meeting.

### TREASURER

The Duns Number is used with our Central Contractor Registration (CCR). Our CCR allows us to be paid directly by the Federal Government. We use it to register large numbers of people for classes/Annual meetings and to get donations from Federal Agencies. Each year we must re register our CCR standing. To do this, go to the website and click on the link to update and follow the directions. You will need to change the address from the prior Treasurer's to yours. Also change the contact information.

#### Bank Accounts

We have two bank accounts with Bank of America – a checking account (No. 01398-01009) and a savings/money market account (No. 02241-07165). There is a statement for the two accounts, and another statement that shows credit card sales (merchant number 4301322135561740). You will need to go into Bank of America and get a form to change the signatures to the treasurer and president-elect and have them change the address for the statements. There is a \$20 monthly charge for the checking account. You will write checks from the checking account mostly to reimburse various people – each check has a stub to record the date and who the check is to and for what – you will want to enter this information into Quicken. To make deposits, you fill out a deposit ticket, use the stamp to endorse the checks, and bring the deposit ticket and checks into a Bank of America branch to deposit them – this information also gets entered into Quicken. There is a receipt book you can use to give people receipts for deposits. You can check balances and transactions and transfer funds between the two accounts on line – go to <http://www.bankofamerica.com/> and enter your online ID and passcode.

To make a credit card sale, first you connect the credit card machine to your phone jack and then turn the machine on. It then automatically makes the call to the processing center. Then either swipe the card or enter the card number, hit enter, enter the expiration date, hit enter. Once it asks for the amount, enter it. Then it should process the charge and print out a receipt (make sure that the paper is hooked up).

We also have an Individual Investor Account (mostly mutual funds) with Merrill Lynch (No. 67A-04070). You will need to change the address information and the signature card for the account. This account is used as a savings account (much better interest rate than the Bank of America savings account), but there are limitations on withdrawing money from the account. You may want to transfer money from the Bank of America checking account into this account. We need to access the account at least every six months so it doesn't fall into abandoned property status.

### Budget

There are two budgets – one for the entire year (runs from annual meeting to annual meeting), and one for the annual conference. For example, the 2XXX budget has line items for the 2XXX annual meeting. The entire year budget should be balanced so that total income equals total expenses. The budget for the coming year needs to be prepared before the annual meeting, because it is approved at the business meeting at the annual meeting. The budget for the annual meeting is prepared around November, and gets updated up until the meeting. The budget for the annual meeting will typically show a profit.

### Income Taxes

The Chapter must file taxes each year (both State and Federal). Taxes are due by May 15.

Information required by the CPA will include an itemized break down of expenses. You will also need to provide a break down of the beginning and ending balances for our three accounts (Checking, Savings, and Merrill Lynch account). The cost for filing taxes is approximately \$600. You will receive four copies of the tax return. One goes to the State, one to the IRS, and one to the Charitable Trust. The Franchise Tax Board requires a check for \$10 and the Charitable Trust requires a check for \$25. The IRS does not require payment. The CPA will supply addresses.

### Sales Taxes

There is a permanent Seller's Permit to sell merchandise which is obtained from the State Board of Equalization. The permits are free. You will need to know the address and the dates that we will be selling items at different locations (generally this is the American Rivers Festival and the annual Chapter meeting). The Chapter has to pay sales tax on merchandise sold.

If we paid sales tax when we purchase items to be sold, then only pay tax on profit.

If no sales tax is paid at the time of purchase, then Chapter is required to pay tax on the total amount of the sale.

Taxes are due on July 31 and can be paid at the local State Board of Equalization.

### Annual Meeting

Each year for the Annual Meeting, we purchase an insurance policy through the parent society. The cost is generally \$100.00. Contact the AFS Parent Society's Treasurer (@fisheries.org) and they will set it up for you.



## DUTIES OF COMMITTEES

### POLICY AND RESOLUTIONS COMMITTEE

The Policy and Resolutions Committee drafts and recommends to the Chapter and/or the Executive Committee for approval those resolutions, policies, and position statements, (as defined in Article 12 of the Bylaws) which accomplish Chapter objectives. The Committee should include representatives of State and Federal agencies, private industry, and the academic community and shall consider all resolutions, policies, and positions statements, submitted to it by any Chapter member or Committee.

All resolutions, policies, and position statements, recommended for approval by the Policy and Resolutions committee shall be submitted to the Executive Committee for approval by majority vote or submitted to the membership at the general membership meeting for approval by majority vote. All resolutions or position statements approved by the Executive Committee must be reported to the membership in the next newsletter.

All resolutions, position statements, and policies, submitted to the Executive Committee without unanimous agreement of the Policy and Resolutions committee may contain a minority report prepared by those Policy and Resolutions Committee members opposing the recommendations. Such minority reports shall be reported to the Chapter membership in either the next newsletter or at the general membership meeting.

The Executive Committee may defer action on any resolution, position statement, or policy until the general membership meeting for membership action provided that such resolution, position statement, or policy, be published in the Chapter Newsletter at least 30 days before the meeting.

All resolutions, position statements, or policies, considered by the Policy and Resolutions Committee during the year shall be presented to the Chapter membership at the general membership meeting.

The Policy and Resolutions Committee shall follow the Communications Guidelines as provided in Article 12 of these Bylaws.

Resolutions may be introduced by Chapter members at the general membership meeting. Such resolutions may be submitted for approval by the membership, pursuant to Article 9 of these Bylaws, or referred to the Policy and Resolutions Committee for consideration

### AWARDS COMMITTEE

The Awards Committee shall nominate candidates for special recognition by the Chapter. Awards promote and recognize excellence; encourage contributions to fisheries conservation, science, and education; and promote the professional image of the Chapter and Society. Awards shall be given upon approval of the Executive Committee.

The Awards Committee nominates candidates in five categories:

1. The Chapter Award for Special Contributions. This award recognizes Chapter members and others for outstanding service to the Chapter.

2. The Chapter Award for Distinguished Professional Achievement. This award recognizes Chapter members for professional excellence in research, management, education, or publication, or outstanding contribution to the profession, the Society, or fisheries conservation.
3. The Conservation Achievement Award. This award recognizes non-member individuals or groups for outstanding contributions or service to fisheries conservation.
4. The Chapter Award of Excellence recognizes a Chapter and Parent Society member for exemplary depth and breadth of professional achievement in academia, government service, or private practice; combined with significant publications and/or conservation activities, and participation in Chapter activities. They must have achieved significant distinction on multiple fronts (professionally, scientifically, environmentally, and as a supporting Chapter volunteer). Those given this award should have achieved statewide recognition as a major authority or guiding force in California and/or Nevada fisheries management and science.
5. The Chapter Award for Scientific Journalism recognizes journalists whose work is particularly accurate and effective in conveying information to the public regarding fisheries science or conservation.

In addition to nominating awards candidates, the Awards Committee communicates with the Executive Committee and Chapter membership to solicit the names of potential nomination candidates. To assist the Executive Committee in considering award nominations, the Awards Committee gathers and summarizes relevant information about awards candidate accomplishments. The Awards Committee also maintains records of Chapter award giving.

Chapter awards are typically announced and presented during the Annual Meeting, often at the banquet associated with the meeting. Although the Bylaws do not require this timing, the Annual Meeting does provide a convenient and celebratory venue for recognizing award recipients, and displaying award plaques. The following schedule is provided as guide for the Awards Committee to facilitate the timely completion of the awards process prior to the Annual Meeting:

Four months prior to the Annual Meeting – Begin soliciting award nominations through broad Chapter outreach and focused communication.

Three months prior to Annual Meeting – compile appropriate nominations and supporting material, and present to the Executive Committee.

Two months prior to Annual Meeting – Inform successful nominees of their selection, and encourage their attendance at the annual meeting.

Two weeks prior to the Annual Meeting – Submit order for award plaques to plaque vendor. If a new vendor is employed, one month may be required.

## BYLAWS AND NOMINATIONS COMMITTEE

The Bylaws and Nominations Committee shall submit to the Executive Committee a slate of candidates for specific Chapter offices. The names of at least two Full Members shall be submitted for each office to be elected. The nominations and a short biographical sketch of each nominee shall be circulated to the general membership at least 30 days before the general membership meeting. Additional nominations may be placed on the Bylaws and Nominations Committee's slate upon the signature approval of five Chapter members, provided prior approval of the nominee has been obtained. Such additional nominations must be submitted to the Bylaws and Nominations Committee at least 60 days before the general membership meeting. The Bylaws and Nominations Committee shall periodically review the Chapter Bylaws and present them to the Executive Committee for approval at least 60 days before the general membership meeting.

## PROGRAM COMMITTEE

The Program Committee arranges the program, consisting of technical presentations, symposia, and other fishery-related activities, for the general membership meeting. The Chair of the Program Committee is the winner of the most recent presidential election, and retains the Chair when he/she assumes the duties of President-Elect. The Program Committee Chair is the lead for all other aspects of planning of the Annual Meeting and nominates the Time and Place Committee Chair for appointment by the President.

### Program Chair Duties

Determine with the current president, the meeting theme and some rough ideas of session titles, symposia titles, and number of sessions desired.

Develop the plenary session and contact speakers. This requires a lot of follow-up, helping them make travel arrangements, marketing the plenary to the chapter, meeting with plenary speakers when they arrive, determining the scheduling and making sure it is painless for the speakers.

The chapter often covers travel expenses for plenary speakers, but does not typically cover honoraria requested by speakers.

Solicit ideas for sessions and volunteers to lead/plan and/or moderate individual sessions (session chairs). Typically the moderators don't request papers or speakers, but get assigned sessions arranged by the Program Chair.

Write a call for abstracts with the meeting schedule outline, deadlines and session list so people know the appropriate session to submit their abstracts to. All abstracts come to the Program Chair via email. Need to keep track of all abstracts, author contact information, session assignment. This is best managed through a database program.

Write a follow up call for abstracts. Both calls for abstracts should get distributed via the CalNeva listserve, and posted on the CalNeva website.

Solicit for Program Committee members. Positions on the committee will assist with all aspects of planning the conference and are listed below.

Once the deadline for abstracts has passed, finalize the schedule for the meeting and prepare information for the Program Guide Chair and coordinate the development of the Program.

Work with the conference venue to assign rooms for each session, workshop, plenary, etc. Be prepared for last minute changes, late abstract submittals, etc.

Be available at the conference to introduce the plenary speakers, trouble shoot any AV, room scheduling issues and serve as a liason with the conference facility staff and the various volunteers helping run the conference.

### Program Committee Membership

The Program Committee's membership is made up of the following committee members and their responsibilities are noted below. Volunteers are needed for the following tasks for the Program Committee: trade show, merchandise, artwork, job fair, social, fundraising, student presentation and student poster judging, registration, raffle, spawning run, poster session, signs, audio visual and computers, and student volunteer organizer. See section on annual meeting for more details.

### Local Arrangements

Volunteer assists with the development of a conference venue, including hotel and/or conference facility. This volunteer should be the local point of contact for making site visits to the conference venue, assisting with negotiations with the conference/hotel facilities, securing local entertainment for the banquet. The local arrangements chair may at their discretion contact Helms-Briscoe, a company specializing in conference planning to facilitate the contract negotiations with the host venue: Andrea Hennings-Beavon Director Global Accounts

office (650) 394-4510 | cell (808) 960-2335 email: [ahennings@helsmbriscoe.com](mailto:ahennings@helsmbriscoe.com)

### Program Guide and Development

Volunteer works with the President-Elect on preparing the program guide for the annual meeting. The program guide may be developed as an in-kind contribution from the volunteer's organization, or payment for production will come out of the annual budget. This is a negotiable item and has been approached using both methods in the past. There is no standing contract for printing. The program guide volunteer is responsible for soliciting bids for printing, selecting a printer, coordinate deadlines the printer will need to print programs by the meeting dates. Work with the registration volunteers and program chair to determine the number of programs that need to be printed. Need to schedule for program pick up and/or delivery to the conference venue.

### Conference Artwork

The Program Chair, President-Elect, coordinates the conference artwork. Artists used in the past include Renee Reyes and Ayesha Gray, but there are no standing contracts for artwork. Artwork may be donated or the Chapter may pay a fee for use of art for the conference. This is a negotiable item.

### Audio Visual and Computers

The AV volunteer coordinates the availability of AV equipment for the technical sessions, workshops, symposia, plenary session, and for the banquet guest if necessary. The AV volunteer

should coordinate with the student volunteer chairperson to ensure there is adequate student availability to monitor each session using AV, and give them guidance on handling AV issues during sessions.

### Budget

The Treasurer serves as Budget chair for the annual meeting. The Program Chair needs to coordinate closely with the treasurer on expenditures for conference facilities, deposits for catering, and all basic outlays of funds to ensure the conference runs smoothly and stays within budget.

### Continuing Education

This is a standing committee chair and details can be viewed in the Continuing Education Committee section.

### Fundraising

The fundraising Chair solicits donations of money and/or goods from a variety of sources. The fund raising chair should work closely with the Chapter Treasurer and Program Chair to ensure funds are deposited and/or distributed appropriately. The Fundraising chair may send out letters of request, make phone calls, or email to solicit funds. The fundraising chair should request company/affiliation logos upon agreement of donation and ensure they are included in the Program Guide. The fundraising chair needs to follow up with letters of appreciation after the conference to thank donors.

### Raffle

The raffle volunteer plans the raffle. The raffle can be a silent auction, or traditional raffle, at the discretion of the raffle chair. The chair needs to solicit donations for the raffle from the membership, local businesses, and other fisheries related businesses. A standard request letter is available for use by the raffle committee to solicit donations. At the conference, the raffle chair needs to ensure delivery/transport of raffle items. They may need to coordinate for a secure room to store raffle items until the raffle begins. The raffle chair should plan when and where the raffle will be held during the conference. They need to solicit volunteers to sell raffle tickets throughout the conference. Raffle ticket supplies are kept in the chapter storage facility, the raffle chair should ensure there are plenty of tickets on hand prior to the conference. The raffle chair runs the raffle, picks the winning tickets and distributes the prizes.

### Registration

Registration can be done through hard-copy registration, or on-line registration. The chapter has contracted with ABAG for handling electronic registration in the past. The contact at ABAG is Stephen Attaway, Webmaster, Association of Bay Area Governments, (510)464-7924. ABAG will produce a detailed registration summary upon request of the registration chair. The registration chair should be prepared to be the contact for registration questions for the membership, and liason between ABAG and the membership.

### Socials and Catering

The socials and catering chair coordinates welcoming social and other related socials (job fair social, mentoring social, student social, etc). This includes soliciting bids from caterers, researching social locations (either on site or off site). If off site venue is used, need to

coordinate for transportation to and from the social. Negotiate rates for food and drinks and entertainment for socials.

### Spawning Run

The spawning run chair needs to pick a run route for the conference, arrange for refreshment stations during the run, plan run categories (age, etc) and prizes (if any). The run chair needs to work with the Treasurer to ensure the Chapter is current on its liability insurance. Proof of insurance will be needed by the run venue for liability reasons. Work with the merchandise chair to provide a special shirt for run participants and set the fee for the run.

### Commercial Exhibits/Trade Show

This is a standing committee chair position and is described below.

### Student Volunteers

A coordinator for the student volunteers is necessary. This requires soliciting student volunteers to help with registration and AV needs during the conference. A minimum of 8 hours of volunteer time will qualify a student volunteer to housing at the conference provided by the chapter. The volunteer coordinator will need to coordinate the number of rooms needed, and notify students of their shared room assignments. Typical needs include: students at registration (2/shift), AV (one per room), presentation check-in (2/shift), several floaters (in case someone didn't show up for their assignment), possible volunteers to work the spawning run.

### Student Awards

The student awards chair coordinates with the program chair to get the list of student presenters for the conference. The chair solicits for student paper/poster judges and ensures each student presenter is rated by the judges (see Appendix ). Provides the results of the judging and sends letters, certificates and checks to 1st, 2nd, and 3rd place winners in the oral and poster presentation categories. Works with the treasurer for prize money to be presented.

### Poster Session

The poster session coordinator works with the registration chair and the program chair to determine the number of poster presenters. Inform poster presenters of display criteria. Needs to arrange for the room for the poster session, and any equipment needed for hanging posters (stand alone easels, or wall hanging).

### Career/Job Fair

The volunteer running the job fair needs to solicit for businesses, agencies, etc that want to host a booth at the job fair. Coordinate with the Program Chair for facility needs at the venue, make all contacts with the job fair participants.

### Signage

Volunteer needed to prepare signage to direct conference attendees to socials, sessions, workshops, training etc. Signage should be sized, printed and adhered to foam core board for placement throughout the conference.

## MEMBERSHIP COMMITTEE

The Membership Committee shall promote and expand Chapter membership by identifying and implementing efforts to increase the enrollment of new Chapter members, creating and carrying out recruitment actions or projects and assisting other AFS recruitment efforts when possible.

To maintain a current Chapter membership roster the Membership Committee shall:

Manage the Chapter list server.

Establish your email address as the list server administrator to approve posting messages and receiving addresses by relaying official Chapter messages to the membership by contacting Farasha Euker, Webmaster and Electronic Services Coordinator, [feuker@fisheries.org](mailto:feuker@fisheries.org).

In July, request the official Chapter membership listing from the Society by contacting Eva Przygodzki, AFS Membership Coordinator in an Excel spreadsheet.

Gather all email addresses from the current Chapter member spreadsheet and submit to Farasha Euker and ask Farasha to replace the addresses from the previous year's membership roster using the new roster's email addresses or do it yourself.

During the calendar year, add or remove email addresses

Moderate all messages submitted for posting through the list server

Grant full posting rights to certain Chapter elected officers

Configure Chapter list server on start up.

Inform the Executive Officers and general membership of our Chapter membership condition by report on any losses or gain in membership numbers. Obtain the previous year membership and compare to current year's membership and summarize the major differences in total number of paid members, net gains or losses of members, regional membership data, and the summarizing the membership types.

Develop guidelines for list server messages and implement these guidelines.

Facilitate batch student subunit annual membership registration.

Assist new individual membership registrations or help resolve Chapter membership problems.

## CONSERVATION COMMITTEE

The Conservation Committee shall review fisheries legislation, issues and environmental recommendations and policies of the Society and other organizations. This Committee shall submit review statements as verbal testimony, written or electronic comment letters, letters to editors of newspapers or position statements on aquatic environmental issues with suggested actions for approval and signature by majority vote of the Executive Committee or by majority vote of the Chapter membership at the next general membership meeting. The Conservation Committee Chair shall represent the Committee on the Chapter's Executive Committee and regularly provide updated information for inclusion on the Chapter website, write Committee

articles for publication in *Pisces* and serve as the Chapter representative on the Environmental Concerns Committee of the WDAFS.

#### INTERNATIONAL COMMITTEE

The International Committee shall encourage and support personal communication and exchange of fisheries-related technical information between California-Nevada and Mexico Chapter members; promote the joint conservation and sustainability of trans-boundary inland and marine fisheries resources of California and Mexico; support collaborative fisheries research activities between Californian and Mexican scientists; and participate in international activities of the AFS International Fisheries Section and the WDAFS Mexican Fisheries Committee.

#### TIME AND PLACE COMMITTEE

The Time and Place Committee selects appropriate times, locations, and facilities to accommodate the general membership meetings, under guidance of the Program Chair. The location shall be selected at least nine months before the general membership meeting and presented to the Executive Committee for approval. The Time and Place Committee Chair typically coordinates and plans the logistics of the annual meeting. Such tasks include, chairing the planning committee recruiting the help of volunteers, student needs, hotel contact (for food and beverages, hotel contract, etc.), special guests, master scheduling, meetings space setup, and miscellaneous tasks as needed.

#### CONTINUING EDUCATION COMMITTEE

The Continuing Education Committee shall determine the educational needs of Chapter members and set up educational programs to fulfill such needs.

#### EXHIBITS COMMITTEE

The Exhibits Committee coordinates the Trade Show at the annual meeting of the Chapter. Duties of the Chair include recruiting vendors for the Trade Show that are of interest to the membership, working with the meeting planners regarding arrangements affecting the Trade Show, and helping vendors with set-up, tear-down, and other needs during the meeting.

Specific duties, and timelines, are described in the following table:

Duty	Time Frame	Comments or Further Description
Make initial contact with potential vendor	As soon as meeting site and dates are finalized	It is important to contact them as early as possible with a 'Save the date' invitation, because many vendors plan a year or more in advance.
Contact annual meeting planners to inquire about space and amenities for vendors	As soon as meeting site and dates are finalized	
Coordinate vendor (and non-profit) registration costs and benefits with ExComm	About six months before the meeting	We have been charging vendors \$400, which includes full conference registration and a banquet ticket for one representative. Non-profits and artists have been given the same benefits for half price. Vendors that cannot attend, but wish to be considered a meeting sponsor and have a catalog on display are charged \$100 or \$50 and a raffle donation (~\$50 value).
Develop vendor registration form and vendor solicitation letter	After costs and benefits have been agreed upon	Send these out to potential vendors four to six months before the meeting. Also send conference floor plan and describe to vendors how they will be in a high traffic area where break service is served.
Reminder solicitations	Every four to six weeks	Sending out reminders periodically seems to have improved attendance at the Trade Show. Avoid sending reminders to those that have already agreed to participate.
Check in with meeting planners	One month before meeting	Make sure that Trade show set-up and tear-down are in the program, or at least discussed. Be flexible with the vendors on times and be prepared to know where and how vendors can ship their materials to the venue.
Arrange arrival times with vendors	Two weeks before meeting	Plan to be available to assist vendors with finding shipped materials, and helping to unload and set up their booth. Make sure you know if they need electrical access, pipe and drape, chairs, table coverings, and anything else. Find out what the venue provides.
Check in with vendors	During the meeting	Make sure that they have anything they need, within reason, and be open to feedback. We want to make this successful for them and our membership to ensure future success and income.
Booth tear-down	End of meeting	Help vendors take down their booths and load or ship materials. Coordinate with venue staff for shipping or loading needs. Thank vendors for attending and ask for feedback.

### FINANCE COMMITTEE

The Finance Committee which includes the Chapter Treasurer, shall advise the Executive Committee on matters of fiscal policy. This committee shall review funding opportunities and submit its recommendations to the Executive Committee for approval.

### FISHERIES INFORMATION NETWORK COMMITTEE

The Fisheries Information Network Committee shall be chaired by the Fisheries Information Network (FIN) Manager and shall include the Conservation Committee Chair. This committee shall facilitate scientific reviews of fisheries and aquatic conservations issues, provide science-based information and opinions to fisheries, environmental, and other public organizations, and act as liaison between the Chapter and conservation organizations. The FIN Committee duties are currently being conducted by the Conservation Committee.

### COMMUNICATIONS COMMITTEE

The Communications Committee shall be chaired by the Newsletter Editor, and shall provide information on Chapter activities to the Division, Society, and Fisheries and to the public and media regarding Chapter activities, positions, and opinions.

### CHAPTER HISTORIAN

The Chapter Historian is appointed by the Chapter President, with the concurrence of the Executive Committee. The Historian serves at the discretion of the Chapter President for an indefinite period. The Historian maintains the historical records of the Chapter, and makes them available, as needed and contingent upon available funds, to the Executive Committee, to the membership at Chapter events, and to interested individuals.

Records that will be kept include, but are not limited to: minutes of Executive Committee meetings; Treasurer reports; newsletters; listings of officers and committee chairs by year; and other records the Chapter deems important.

Specifically, the Chapter Historian maintains the Chapter archives, a detailed set of important Chapter documents and photographs and uses these documents to prepare reports or summaries of historical value to the Society or to the Chapter membership.

Each year, the Historian:

1. Prepares a file folder in the archives for the year beginning just after an annual meeting and ending at the conclusion of the next annual meeting;
2. Completes the administrative duties associated with the Chapters storage facility;  
Name: South Davis Storage  
Location: 4836 Chiles Road, Davis, CA 95616  
Phone: 530-758-2560  
Gate Code:  
Locker #: B-20  
Lock Combination:  
Account Contact: Robert Fujimura; [BFUJIMURA@dfg.ca.gov](mailto:BFUJIMURA@dfg.ca.gov)

3. Receives and actively collects Chapter documents and photographs for the current year and files them in the archives, including a complete annual set of Pisces, the Chapter newsletter, and non-Chapter materials relating to activities and events;
4. Attends the annual Chapter meeting, or is represented at the annual meeting, and serves as meeting photographer, taking group photographs of session speakers and officers, and of members at various annual meeting activities; and collects programs and other materials of historical value to the Chapter;
5. Receives from the outgoing President, soon after the annual meeting, a package of important, non-sensitive documents, such as letters to/from VIPs outside the Chapter, that the President deems useful for the archives (routine correspondence is not useful);
6. Completes the annual file for the archives soon after the annual meeting by placing one copy of each important document and photograph in the file; and
7. Completes an annual entry of selected materials (duplicates of the archive materials) into the scrapbook soon after the annual meeting in order to bring the scrapbook up to date for future display.

The Historian also continually seeks to acquire documents and photographs for earlier years, not in the archives, in order to make the Chapter historical record more complete.

#### MERCHANDISE COMMITTEE

The Merchandise Committee shall develop, select, purchase and sell merchandise printed or embroidered with the Chapter's logo.

Surplus merchandise material, along with registration materials, excess name badges, etc, and archived material are housed at the CalNeva Chapter Storage unit. Specific information is below:

Name: South Davis Storage

Location: 4836 Chiles Road, Davis, CA 95616

Phone: 530-758-2560

Gate Code:

Locker #: B-20

Lock Combination:

Account Contact: Robert Fujimura; [BFUJIMURA@dfg.ca.gov](mailto:BFUJIMURA@dfg.ca.gov)



## STUDENT SUBUNITS

Student subunits, maintained under the auspices of the Chapter, are intended to advance the Society's objectives through involvement of student members at colleges and universities. The Chapter currently recognizes subunits at the University of Hawaii, University of California Davis (Sacramento-Davis), and Humboldt State University. The Cal-Neva officers and subunit officers meet, at a minimum, annually at the Chapter's annual meeting. The Bylaws of the three subunits have been accepted by the Chapter and the Parent society and are presented in Appendix G.

### SACRAMENTO-DAVIS STUDENT SUBUNIT

The Sacramento-Davis Student Subunit is a regional subunit comprised of local universities that started in the early 1990s and currently exists at the University of California, Davis . Its current membership primarily consists of U.C. Davis students. Its objectives are:

1. Encourage exchange and awareness of regional fisheries and other technical information among Subunit members and fisheries professionals and other members in the Chapter and Society.
2. Provide a forum for students and other fish enthusiasts to interact and participate in activities.
3. Emphasize and foster professional development of students, research opportunities for undergraduates, promotion of student participation in meetings, interaction and networking with fisheries professionals from various private and government agencies and academic researchers.
4. Provide service to our local aquatic habitats and community.
5. Increase representation of student members in the Chapter and Society, and promote involvement and participation at all levels.

The Sacramento-Davis Subunit holds one meeting quarterly, during the fall, winter, and spring academic quarters, at a time and place designated by the President. Additional meetings are held periodically for exchange of information and to engage in fisheries related activities and field trips.

The officers of the Subunit consist of a President, Vice-President/Treasurer, Secretary, and Past-President. Elections take place annually in the spring quarter and terms for newly elected officers begin in September with the onset of the fall academic quarter.

### HUMBOLDT STUDENT SUBUNIT

Started in 2006, the primary purpose of the Humboldt State University student Subunit is to bolster the professional development of Subunit members and fisheries students at Humboldt State University, by promoting student participation in meetings, development of research opportunities for undergraduates, interaction and networking with fisheries professionals, and service to our local aquatic habitats and communities. The Subunit is comprised of 4 elected officers: President, Vice-President, Secretary, and Treasure. Appointed positions include the

Web Master and Artistic Coordinator. Meetings are held at least once an academic term, but often times more frequently. Elections take place annually in the spring term, with newly elected officers taking office at the beginning of the fall term. Participation of Subunit officers and membership in extracurricular activities is highly encouraged.

#### HAWAII STUDENT SUBUNIT

The Hawaii Student Subunit was created in 2007 to serve students from the University of Hawaii-Manoa, UH-Hilo and interested students from other Hawaiian colleges. The primary purpose of this subunit is to enhance the professional development of its members. In particular, the subunit strives to: (1) enhance networking among students, fishery managers and scientists within and outside of the state of Hawaii, (2) organize and encourage participation in meetings, workshops, lecture series and other academic pursuits, and (3) promote involvement in

public outreach and community interaction as it pertains to fisheries and fish biology. Meetings of the Hawaii Student Subunit are held once each semester. Elections take place annually in the fall semester for the offices of President, Vice President, Secretary and Treasurer.

## ANNUAL MEETING

According to the Chapter bylaws, it is to hold at least one general membership meeting each year at times and places designated by the Executive Committee. The President Elect (see below) is responsible for all meetings of the membership held during her/his term as President Elect. Program development for the annual meeting is the responsibility of the Program Committee. Joint meetings with other organizations also can be held pursuant to Chapter Bylaws, given that; the Chapter achieves parity in all printed programs, the Officers of both organizations are included in the printed programs, and the Chapter assumes responsibility for all aspects of fisheries technical sessions, the Chapter is an active participant on all relevant committees, to include program, arrangements, publicity, and ad hoc or standing committees involving the fisheries aspects of the meeting, the Joint Executive Committee meetings are to be held at least once, and the Chapter is shares in the cost of printing of programs and proceedings, as well as the proceeds, if any.

The Chapter normally holds the annual meeting in late March or early April at rotating locations throughout California and Nevada in the following sequence: north, mid, south, west, and east (see meeting history for locations). Included in the annual meeting are Continuing Education workshop(s), committee caucuses, a business meeting, and presentation of scientific, research, management, and policy and issue papers and perspectives. The usual schedule for the annual meeting is as follows: Wednesday and Thursday continuing education courses and symposia, Thursday evening opening social, Friday morning plenary session, Friday afternoon and Saturday morning technical sessions, Friday evening student job fair and poster session-trade show social, followed by banquet, Saturday morning 6:30 AM spawning run, Saturday lunch chapter business meeting. The trade show runs throughout the conference. The spawning run is 5 km and includes a technical running shirt.

The annual meeting is funded by donations, registration fees, raffle sales, merchandise sales, fun run and trade show fees. There are different registration fees for AFS members, non-members, students and retired AFS members. There are different registration fees for early versus late registration. Registration fees include socials and the banquet. Typically some donations are specifically targeted to paying for student rooms. Students work 8 hours to earn a room, and there are two students per room. Student volunteers help with registration, audio-visual, and merchandise sales.

A deposit for the conference hotel location typically needs to be made a year in advance of the annual meeting.

Milestones prior to the annual meeting include a first and second call for papers, beginning of registration, production of the conference program and proceedings, and preparation of registration packets.

The conference program includes the conference theme, acknowledgements, table of contents, identification of annual meeting staff, commercial exhibitors and executive committee members, general information, conference details, schedule at a glance, continuing education class descriptions, plenary speakers (including abstracts), technical session speakers and titles, poster session presenters and titles, and recognition of donors. The proceedings contain abstracts for the technical session presentations and posters.



## APPENDIX A — GUIDELINES FOR ORAL PRESENTATIONS

### GUIDELINES FOR SPEAKERS IN SYMPOSIA AND TECHNICAL SESSION

1. Rehearse your talk before the meeting and be certain that you do not exceed the allotted time. Have peers evaluate your talk. Consider their suggestions.
2. Podium lighting and microphones are not always available or dependable. Therefore, do not rely on note cards. Practice speaking slowly and audibly.
3. Check your slides or computer-generated images in the AV preview room before your talk (see program book for the location). If possible, arrange for your session moderator to be present so that the moderator may identify potential problems with your slides.
4. Transfer your computer presentation to the session moderator well before the session. Try to run your presentation on the actual computer to be used for the session to ensure compatibility.
5. Check in with your session moderator well before the session for any changes.
6. Arrive at the meeting room before the end of the last session; often you will be asked to meet with the session chair during the break between sessions to receive any last minute instructions or make any necessary adjustments.
6. Initialize your presentation while you are being introduced; don't wait until after your introduction.
7. Avoid talking to the screen – talk to the audience.

### SPECIFIC GUIDELINES FOR SPEAKERS IN TECHNICAL SESSIONS

1. Each talk should last no longer than 15 minutes. There should be at least five minutes for questions after each talk. Organize your talk as follows: Introduction, Objectives, Methods, Results, Conclusions/Implications.
2. Introductory comments are most effectively presented by speaking to your audience with the lights on before you go to the slides.
3. Objectives must be clearly stated. Conclusions should relate back to your objectives.
4. Avoid unnecessary detail in the methods. Primarily discuss results and conclusions (unless methodology is the central topic of your study).

### GUIDELINES FOR VISUALS

1. Use only Powerpoint, 2" x 2" slides, or a similar medium. Assume that facilities for other visual aids will not be available.
2. Suggested color combinations for text and graphic slides: white or yellow on blue background, yellow on green background.
3. Keep figures simple. Figures for publications usually do not make good slides because they contain too much detail.
4. Text on slides should be large enough so that it is easily readable by eye when you hold the slide at arm's length. Use only what is absolutely necessary.
5. Each slide should convey only one idea. If you need to present several figures that relate to one another present them sequentially on separate slides.
6. Present only essential information in tables. Limit tables to a maximum of five lines and three columns.
7. Do not make slides with more than eight lines of text.
8. Picture slides should clearly depict the message.

## APPENDIX B — STUDENT PAPER SCORING CRITERIA

Instructions to paper judges – Use the criteria below to rate the student paper presentation. For each category, the point total is identified within the bold parenthesis.

### A. Paper Components

1. Title – Does the title sufficiently and accurately describe the study? (5 points)
2. Introduction – Does the background adequately describe the problem and set an appropriate context? Are the study objectives and/or hypotheses identified in a clear manner? (10 points)
3. Methodology – Are the methods described in sufficient detail? (10 points)
4. Results – Are the study results described in sufficient detail? Are the results presented in an understandable format? (10 points)
5. Conclusions – Are the conclusions clearly stated? (10 points)

### B. Paper Content

1. Originality and Relevance – Is the primary value of the study for communicating and presenting unique or innovative methods, concepts, results, or conclusions? Is the study relevant to fisheries science? (5 points)
2. Technical Merit – Are interpretations of the data and conclusions consistent with the study results? Have the authors identified and evaluated the limitations of their study? (10 points)
3. Analytical Merit – Is the study design and/or experimental approach adequate and appropriate to address the study objectives? Are the analytical and statistical approaches adequate and appropriate? (10 points)

### C. Paper Presentation

1. Delivery – Does the presenter exhibit good voice quality and enthusiasm? Does the presenter use proper grammar? Does the presenter make eye contact with the audience and maintain proper posture and positive body language? Does the presenter enunciate words and speak in an articulate manner? (10 points)
2. Organization and Clarity– Is the presentation well organized and easy to follow? Do the presentation components follow a logical pattern of flow? Is the presentation free of unnecessary detail? Is the presentation free from unnecessary visuals that complicate interpretation of crucial ideas? Was the presentation completed within the allotted time? (5 points)
3. Aesthetic Quality – Does the color scheme, graphics, and other visuals enhance the presentation? Are the visuals attractive and high quality? Does the presentation contain typographical or grammatical errors? (5 points)

- D. Questions – Were questions answered adequately and in a knowledgeable, professional, and coherent manner? (5 points)
- E. Other Considerations – Use this category to reward unique or attractive features that do not fit exactly into other criteria (e.g., judicious and effective use of humor). This category should be considered an extra, and thus should not be awarded automatically. (5 points)
- F. Comments – Provide an evaluation of your impression for each presentation. In your evaluation, offer constructive comments. Note that these evaluations may be used to break ties.

NOTE: Please try to avoid “grade inflation”. An average paper should be scored around 75 (out of a total of 100).

APPENDIX C — EXAMPLE RAFFLE MATERIALS

## Raffle Rules

Price of tickets is \$5 each or five for \$20.

1. Raffle is bucket-style; purchaser places one-half of their duplex ticket into the box specific to the prize and must retain the other half as their proof of purchase. Be sure to check the label on the box!!
2. All items will be displayed at the AFS Raffle Booth in the Trade Show area.
3. Drawing will be held at the AFS Raffle Booth at noon on Wednesday, September 5, 2007. Winners need not be present to win.
4. Names of winners will be posted at the AFS Raffle Booth and on the notice board in the Registration area. If not claimed during the drawing, prizes may be claimed in person at the AFS Raffle Booth or by verifiable proxy by contacting one of the AFS Raffle co-chairs:
  - a. Your Name and Phone Number
  - b. Helpers name and phone number
5. Shipping costs are not included for any prizes unless noted.
6. Once claimed, winners are responsible for making any necessary contacts with prize donors. The AFS Planning Committee assumes no responsibility for any prizes for which specific arrangements must be made between the winner and the donor.
7. Any prizes unclaimed by 6:00 pm Thursday, September 6 will be offered in a last-chance drawing at the farewell social.
8. A final list of winners will be available from the AFS Raffle co-chairs no earlier than Monday, September 10, 2007.

REQUEST FOR DONATION FOR RAFFLE LETTER

**AMERICAN FISHERIES SOCIETY**

California-Nevada Chapter

<http://www.afs-calneva.org/Home.htm>

**Annual Meeting Raffle Donation Request**

**NAME**

**COMPANY**

**PHONE**

**DATE**

**The number of pages including this cover sheet: \_\_\_\_\_**

---

**MESSAGE**

Dear :

The Cal Neva Chapter of the American Fisheries Society will hold its 43<sup>rd</sup> annual meeting April 1-4, 2009 at the Hyatt Vineyard Creek, Santa Rosa, California. The theme of this year's conference is "Thinking Outside the Stream". We would like to invite you to be one of the sponsors of our raffle for this meeting.

The California-Nevada Chapter of the American Fisheries Society (Cal-Neva AFS) represents approximately 500 professional fisheries scientists in California and Nevada involved in aquatic research, management, and policy. The mission of the Chapter and our parent society is to use, and promote the use of science to improve conservation and sustainable management of fishery resources and the aquatic ecosystems upon which they depend. Our membership includes scientists and resource managers from federal, state, local and tribal agencies, academia, private industry, non-profit organizations, and the general public.

One of the Chapter's major functions is an Annual Meeting, gathering this diverse group of professionals to discuss current topics in fisheries research and management, aquatic ecology, and ecosystem restoration. As a non-profit organization (Federal Tax ID #23-7226673, non-profit 501(c)(3) organization), Cal-Neva AFS operates entirely from member dues, income from our annual meeting, and donations.

Each year, volunteer conference organizers request donations of goods and services appropriate for a raffle drawing from a select group of individuals and companies to help defray the cost of the conference and to support reduced fees for the students attending the meeting. Sponsors and prizes are displayed during the six-day meeting and announced during the drawing.

Thank you in advance for your generous contribution,

Your Name, 2009 Raffle Committee Chair

[youremail@afs.com](mailto:youremail@afs.com)

# American Fisheries Society

ORGANIZED 1870 INCORPORATED 1910

## Annual Meeting Raffle Donation Request

### Donation Confirmation

I/We would like to confirm my/our participation in your raffle by donating the following item(s) or services to your organization. I/We understand the donation will be raffled at the 2007 AFS Annual Meeting, September 2-6, 2007 at the Marriott Hotel, San Francisco, California.

### Description of item(s) for Annual Meeting flyer:

### Limitations, terms, conditions (e.g., expiration date, minimum):

### Donor Signature:

### Date:

Donor Name:

Contact:

Address:

City, State, Zip:

Phone:

Email:

### Ship Raffle Items to:

Raffle Chair

Affiliation

1234 Your Street

Sacramento, CA 95825

## APPENDIX D — EXAMPLE JOB FAIR NOTIFICATION LETTER

Hello Job Fair Participants,

Thank you all so much for agreeing to participate in the 2008 Cal-Neva AFS student job fair! The fair is a great resource for students and agency representatives to network, share information and fill jobs.

Here's what you can expect as a job fair participant:

### Time, Place and Set-up

- Location, 4:30 to 5:30 PM, Friday, April 4<sup>th</sup>
- Set-up begins at 4 PM
- Each agency will have a table, two chairs and a poster board
- Job board for posting open positions or announcements
- Lounging area
- Hosted bar
- Tear-down at 5:30 PM

### Examples of What to Bring

- Job announcements
- Job applications
- Agency brochures
- HR materials
- Cool posters or photos
- Project list or examples
- Business cards
- Push-pins for the poster board

### What to Expect From Students

- Resumes or CVs
- Questions about job openings
- Questions about hiring practices, exams, employment lists, interviews, job classifications, etc.
- Questions about benefits packages or perks
- Questions about academic preparation
- Socializing and networking

If you'd like to contact me prior to 4 PM the day of the job fair, I will be in or around LOCATION beginning at 3 PM. You can also try me on my cell at XXX-XXX-XXXX. Volunteers to help with furniture set-up are always welcome!

See you at the fair!



APPENDIX E — EXAMPLE FUNDRAISING LETTER

November 30, 2008

Dr. Donor  
Fisheries Manager  
Agency/Affiliation  
1234 street address  
Sacramento, CA 95825

Dear Dr. Donor,

The California-Nevada Chapter of the American Fisheries Society (Cal-Neva AFS) represents over 500 professional fisheries scientists in California and Nevada involved in aquatic research, management, and policy. The mission of the Chapter and our parent society is to use, and promote the use of science to improve conservation and sustainable management of fishery resources and the aquatic ecosystems upon which they depend. Our membership includes scientists and resource managers from federal, state, local and tribal agencies, academia, private industry, non-profit organizations, and the general public.

One of the Chapter's major functions is an Annual Meeting, gathering this diverse group of professionals to discuss current topics in fisheries research and management, aquatic ecology, and ecosystem restoration. This three-day meeting includes symposia, technical sessions, continuing education, field trips, a poster social, awards banquet, and the Chapter business meeting. The 2008 Annual Meeting presentations discussed results of research on such topics as restoration monitoring techniques, fish hatchery assessment, invasive species, native fish species, anadromous species, water management impacts, Lahontan basin fisheries issues, and many others. We expect next year's meeting, "Thinking Outside the Stream," which will be held at the Hyatt Vineyard Creek in Santa Rosa from April 1-4, 2009, to be even more attended.

As a nonprofit organization (Federal Tax ID #23-7226673, non-profit 501(c)(3) organization), Cal-Neva AFS operates entirely from member dues, income from our annual meeting, and donations. On behalf of the Chapter and the Organizing Committee for the 2009 Annual Meeting, I would like to request sponsorship of the U.S. Fish and Wildlife Service for the upcoming meeting in Santa Rosa. The donation will allow us to minimize meeting registration costs for our members and students, and will greatly assist our efforts to make the event an even more valuable forum for science, education and professional networking in support of stewardship of our precious aquatic and fisheries resources.

As appreciation for your donation your agency/company logo will be displayed on the program guide and there is an opportunity for space in the registration packet for inserts advertising your group.

Thank you for considering our request. If you have any questions or need additional information, I can be reached at: **PROVIDE CONTACT INFORMATION HERE.**

**Sincerely,**

**Your Name**  
**President, Cal-Neva AFS**

## APPENDIX F — CHAPTER BYLAWS

Bylaws as approved by the AFS Governing Board on March 8, 2008.

### **BYLAWS OF THE CALIFORNIA-NEVADA CHAPTER OF THE AMERICAN FISHERIES SOCIETY**

#### **Article 1. Name and Objectives**

The name of this organization shall be the California-Nevada Chapter of the American Fisheries Society, hereinafter referred to as the Chapter. The parent American Fisheries Society is hereinafter referred to as the Society and the Western Division of the American Fisheries Society is hereinafter referred to as the Division.

Chapter objectives shall be consistent with those of the Society as set forth in Article I of the Society's Constitution and are as follows:

- (a) To promote the conservation, development, and wise use of the fisheries;
- (b) To promote and evaluate the development and advancement of all branches of fisheries science and practice;
- (c) To gather and disseminate to Society members and the general public scientific, technical, and other information about fisheries science and practice through publications, meetings, and other forms of communication;
- (d) To encourage the teaching of fisheries science and practice in college and universities and the continuing professional development of fisheries workers.

#### **Article 2. Membership**

Chapter membership shall be composed of: 1) Full Members (those Society members whose Society and Chapter dues are paid); and 2) Affiliate Members (those members whose Chapter dues are paid but are not members of the Society). Only Full Members have voting rights and are eligible to hold Chapter Offices, serve on Standing Committees, or chair temporary or ad hoc committees. It is the policy of the Chapter to encourage Affiliate Members to become Full Members. Society membership does not provide automatic Chapter membership.

#### **Article 3. Meetings**

The Chapter shall hold at least one general membership meeting each year at times and places designated by the Executive Committee.

Program development shall be the responsibility of the Program Committee as described in Article 7(d) of these Bylaws.

Joint meetings with other organizations will be held pursuant to Division Bylaws, Standing Rule C, as follows:

- (a) The Chapter shall strive for parity in all printed programs.
- (b) Officers of both organizations shall be included in the printed programs.
- (c) The Chapter shall assume responsibility for all aspects of fisheries technical sessions.
- (d) The Chapter is to have active participation on all relevant committees, to include program, arrangements, publicity, and ad hoc or standing committees involving the fisheries aspects of the meeting.
- (e) Joint Executive Committee meetings are to be held at least once.
- (f) The Chapter is expected to share in the cost of printing of programs and proceedings, and to share in the proceeds, if any.

#### **Article 4. Officers**

Chapter officers shall consist of a President, President-Elect, Past-President, Secretary, and Treasurer. Election of officers shall be by mail or electronic ballot vote or by a ballot box vote at the annual meeting. Officers shall be elected by a majority of ballots cast. The Executive Committee shall determine balloting procedures. In the case of a vacated position, the Executive Committee shall appoint a Chapter member as replacement by majority vote.

All officers must be members in good standing of the Society.

The terms of President, President-Elect, and Past-President shall be one year. The terms of Secretary and Treasurer shall be two years and shall be staggered so that only one of these officers is elected each year. An elected officer shall be ineligible for re-election to the same office for one year after the term expiration date.

The terms of office will coincide with that of the Society. Elected officers will assume their new duties at the time of the Society's scheduled annual business meeting.

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 or when specified by the annual budget.

#### **Article 5. Duties of Officers**

The President shall:

- a) Preside at all meetings;
- b) Serve as Executive Committee Chair;
- c) Represent the Chapter to the Division and the Society;
- d) Appoint all standing and ad hoc committee chairs.

The President-Elect shall:

- a) Serve as Program Committee Chair

- b) Assume the duties of President in the President's absence or inability to act.
- c) Advance to the office of President at the end of the term.

The Past-President shall:

- a) Be the immediate outgoing President
- b) Assume the duties of President in the event of the President's and President-Elect's absence.

The Secretary shall:

- a) Keep the official Chapter records and perform such duties as may be requested by the Executive Secretary of the Society or the Secretary-Treasurer of the Division.
- b) 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.
- c) Conduct the election.

The Treasurer shall:

- a) Collect and be custodian of funds collected under Article 10 of these Bylaws, and any other funds received by the Chapter.
- b) Prepare an annual budget and disperse funds as authorized or required
- c) Submit a record of receipts and disbursements at the general membership meeting
- d) Maintain financial records in standard accounting format for review by Society officers and staff as needed or required.

#### **Article 6. Executive Committee**

The Executive Committee of the Chapter shall consist of: the President, President-Elect, Past-President, Secretary, Treasurer, Newsletter Editor, Standing Committee Chairs, and the Presidents of the Sacramento-Davis, Humboldt State and Hawaii Student Subunits of the Chapter. It is authorized to act for the Chapter between general membership meetings, to perform Chapter duties and functions, and to disperse funds for Chapter business.

A voting quorum for transaction of official business of the Executive Committee shall be six Executive Committee members, including at least three elected officers (President, President-Elect, Past-President, Secretary, and Treasurer) and three Standing Committee Chairs. In the event that a Standing Committee Chair cannot attend an Executive Committee meeting, the Chair may designate another member of the same committee to attend with full voting rights.

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.

Executive Committee meetings are called by the President.

#### **Article 7. Chapter Committees**

The Chapter President is authorized to create from Full members of the Chapter any temporary or ad hoc committees that are necessary to meet Chapter objectives, consistent with Article 2 of these Bylaws. Standing Committees,

as referred to in these Bylaws, are long-term in nature. Their subject matter is of continuing significance for meeting Chapter objectives and sufficiently important to warrant representation on the Executive Committee. Standing Committees shall be created upon the affirmative vote of a majority of the Executive Committee. Standing Committee Chairs shall be appointed by the President. Standing committee members shall be appointed by respective Chairs. The Standing Committees and the function of each Standing Committee are as follows:

**(a) Policy and Resolutions Committee** shall draft and recommend to the Chapter and/or the Executive Committee for approval those resolutions, policies, and position statements, (as defined in Article 12 of these Bylaws) which accomplish Chapter objectives.

(i) Policy and Resolutions Committee should include representatives of State and Federal agencies, private industry, and the academic community.

(ii) The Policy and Resolutions Committee shall consider all resolutions, policies, and positions statements, submitted to it by any Chapter member or Committee.

(iii) All resolutions, policies, and position statements, recommended for approval by the Policy and Resolutions committee shall be submitted to the Executive Committee for approval by majority vote or submitted to the membership at the general membership meeting for approval by majority vote. All resolutions or position statements approved by the Executive Committee must be reported to the membership in the next newsletter.

(iv) All resolutions, position statements, and policies, submitted to the Executive Committee without unanimous agreement of the Policy and Resolutions committee may contain a minority report prepared by those Policy and Resolutions Committee members opposing the recommendations. Such minority reports shall be reported to the Chapter membership in either the next newsletter or at the general membership meeting.

(v) The Executive Committee may defer action on any resolution, position statement, or policy until the general membership meeting for membership action provided that such resolution, position statement, or policy, be published in the Chapter Newsletter at least 30 days prior to the meeting.

(vi) All resolutions, position statements, or policies, considered by the Policy and Resolutions Committee during the year shall be presented to the Chapter membership at the general membership meeting.

(vii) The Policy and Resolutions Committee shall follow the Communications Guidelines as provided in Article 12 of these Bylaws.

(viii) Resolutions may be introduced by Chapter members at the general membership meeting. Such resolutions may be submitted for approval by the membership, pursuant to Article 9 of these Bylaws, or referred to the Policy and Resolutions Committee for consideration.

**(b) Awards Committee** shall nominate candidates for special recognition by the Chapter. Awards promote and recognize excellence; encourage contributions to fisheries conservation, science, and education; and promote the professional image of the Chapter and Society. Awards shall be given upon approval of the Executive Committee.

The Awards Committee shall nominate candidates in five categories:

1. **The Chapter Award for Special Contributions.** This award recognizes Chapter members and others for outstanding service to the Chapter.
2. **The Chapter Award for Distinguished Professional Achievement** This award recognizes Chapter members for professional excellence in research, management, education, or publication, or outstanding contribution to the profession, the Society, or fisheries conservation.
3. **The Conservation Achievement Award** This award recognizes non-member individuals or groups for outstanding contributions or service to fisheries conservation.
4. **The Chapter Award of Excellence** recognizes a Chapter and Parent Society member for exemplary depth and breadth of professional achievement in academia, government service, or private practice; combined with significant publications and/or conservation activities, and participation in Chapter activities. They must have achieved significant distinction on multiple fronts (professionally, scientifically, environmentally, and as a supporting Chapter volunteer). Those given this award should have achieved statewide recognition as a major authority or guiding force in California and/or Nevada fisheries management and science.
5. **The Chapter Award for Scientific Journalism** recognizes journalists whose work is particularly accurate and effective in conveying information to the public regarding fisheries science or conservation.

**(c) Bylaws and Nominations Committee** shall submit to the Executive Committee a slate of candidates for specific Chapter offices. The names of at least two Full Members shall be submitted for each office to be elected. The nominations and a short biographical sketch of each nominee shall be circulated to the general membership at least 30 days prior to the general membership meeting. Additional nominations may be placed on the Bylaws and Nominations Committee's slate upon the signature approval of five Chapter members, provided prior approval of the nominee has been obtained. Such additional nominations must be submitted to the Bylaws and Nominations Committee at least 60 days prior to the general membership meeting. The Bylaws and Nominations Committee shall periodically review the Chapter Bylaws and present them to the Executive Committee for approval at least 60 days prior to the general membership meeting.

**(d) Program Committee** shall arrange the program, consisting of technical presentations, symposia, and other fishery-related activities, for the general membership meeting. The Chair of the Program Committee shall be the President-Elect. The Program Committee Chair shall be the lead for all other aspects of planning of the Annual Meeting and shall nominate the Time and Place Committee Chair for appointment by the President.

**(e) Membership Committee** shall solicit new memberships for the Chapter and shall maintain and update the Chapter membership list.

**(f) Conservation Committee** shall review legislation, issues, environmental recommendations and policies of the Society and other organizations. This Committee shall submit these review statements with suggested actions for

approval by majority vote of the Executive Committee or by majority vote of the Chapter membership at the next general membership meeting.

(g) **International Committee** shall encourage and support personal communication and exchange of fisheries-related technical information between California-Nevada and Mexico Chapter members; promote the joint conservation and sustainability of trans-boundary inland and marine fisheries resources of California and Mexico; support collaborative fisheries research activities between Californian and Mexican scientists; and participate in international activities of the AFS International Fisheries Section and the Division.

(h) **Time and Place Committee** shall select appropriate times, locations, and facilities to accommodate general membership meetings, under guidance of the Program Chair. The location shall be selected at least nine months prior to the general membership meeting and presented to the Executive Committee for approval.

(i) **Continuing Education Committee** shall determine the educational needs of Chapter members and set up educational programs to fulfill such needs.

(j) **Exhibits Committee** shall select exhibitors and arrange facilities for commercial exhibits at general membership meetings.

(k) **Finance Committee** which includes the Chapter Treasurer, shall advise the Executive committee on matters of fiscal policy. This committee shall review funding opportunities and submit its recommendations to the Executive Committee for approval.

(l) **Fisheries Information Network Committee** shall be chaired by the Fisheries Information Network (FIN) Manager and shall include the Conservation Committee Chair. This committee shall facilitate scientific reviews of fisheries and aquatic conservations issues, provide science-based information and opinions to fisheries, environmental, and other public organizations, and act as liaison between the Chapter and conservation organizations.

(m) **Communications Committee** shall be chaired by the Newsletter Editor, and shall provide information on Chapter activities to the Division, Society, and Fisheries, and shall provide information to the public and media regarding Chapter activities, positions, and opinions.

(n) **Chapter Historian** shall maintain the historical records of the chapter, including minutes of Executive Committee meetings, Treasurer reports, newsletters, listings of officers and committee chairs by year and other important Chapter documents and photographs.

(o) **Merchandise Committee** shall develop, select, purchase and sell merchandise printed or embroidered with the Chapter's logo.

#### **Article 8. Application for Society Membership**

Applications for all categories of Society membership received by the Chapter Secretary shall be forwarded to the Executive Director of the Society.

#### **Article 9. Voting and Quorum**

Decisions at Chapter business meetings shall be by majority vote of Full Members present at any meeting, except that a two-thirds majority vote shall

be required for amendment of Chapter Bylaws and suspending a Rule. Other less frequently used voting requirements are described in Robert's Rules of Order.

A quorum at any Chapter general membership meeting for the transaction of Chapter business shall be twenty Chapter members.

Business and voting may be conducted via mail or electronic media if approved by the Executive Committee.

Unless otherwise specified in these Bylaws or the Constitution of the Society, business shall be conducted according to the latest edition of Robert's Rules of Order.

#### **Article 10. Registration Fees and Annual Dues**

(a) The Executive Committee may assess each general membership meeting or other Chapter activity registrant a fee to cover the cost of the meeting or activity.

(b) Annual dues to carry on Chapter activities shall be reviewed by the Executive Committee and any changes approved by majority vote of the general membership.

#### **Article 11. Amendments to the Bylaws, Rules and Procedures**

Chapter Bylaws may be amended and approved in accordance with Article 7(c) and Article 9 of these Bylaws, or by mail or electronic ballot.

1. 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 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, all amendments 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 Chapter receives written notice of their approval by the Governing Board from the Society Executive Director.

2. 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.

A. 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.

B. The Rules may be suspended for the duration of a meeting by a 2/3 majority of Active Members voting at an annual or special Chapter meeting.

C. The Rules may be amended by a simple majority of Active Members voting at an annual or special Chapter meeting.

3. 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.

#### **Article 12. Communications Guidelines**

1. **Resolutions** Resolutions are declarations calling attention to a need and requesting Society action.

2. **Policy and Position Statements** Policy and position statements are the principal means of expressing professional opinion to the public. Such statements involve matters affecting fisheries resources and should be formulated only after a comprehensive study has been made. Such statements should contain: (1) the Issue; (2) an Analysis of the problem, together with relevant facts; and (3) the Position taken.

3. **Correspondence** The Chapter shall regularly correspond with other individuals or groups to express professional opinions, provide technical advice, and exchange information and ideas.

Correspondence shall be used when time does not permit the formulation of resolutions or position statements or when resolutions or position statements are unnecessary. Correspondence may be followed up by a resolution or position statement.

All Chapter correspondence must be signed by the President or the President's designee. If the President refuses to sign or appoint a designee, Article 7(a) (v) of these Bylaws shall apply.

## APPENDIX G — STUDENT SUBUNIT BYLAWS

### BYLAWS OF THE HUMBOLDT STATE UNIVERSITY STUDENT SUBUNIT

March 2006

#### SECTION I. NAME AND OBJECTIVES.

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

To encourage the teaching and learning of fisheries science and practice at Humboldt State University;

To gather and disseminate to students, Society members, and the general public, scientific, technical, and other information about fisheries science and practice through meetings, publications, and other forms of communication;

To bolster the professional development of Subunit members and fisheries students at Humboldt State University by promoting student participation in meetings, development of research opportunities for undergraduates, interaction and networking with fisheries professionals, and service to our local aquatic habitats and community.

The Subunit shall increase representation of student members in the Chapter and Society, and promote involvement and participation at all levels.

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

#### SECTION II. MEMBERSHIP.

1. The membership of the Subunit shall be open to all students, alumni, faculty, and staff in the geographic region represented by the Chapter. Subunit members must be members of the Chapter in good standing (dues are paid) and the Society. In accordance with the Constitution of the Society and Humboldt State University regulations, only student Subunit members may hold office, serve as committee chairs, or vote on Subunit business. The President and/or Subunit Executive Committee shall appoint faculty advisor(s).

### SECTION III. MEETINGS AND VOTING.

1. The Subunit shall hold at least one meeting quarterly, during the fall, winter, and spring academic quarters, at a time and place designated by the President and/or Executive Committee. Periodically, additional meetings shall be held for the exchange of information and to engage in fisheries related activities and field trips.

### SECTION IV. OFFICERS.

1. The officers of the Subunit shall consist of a President, VicePresident Treasurer, Secretary, and Past-President.
2. Officers shall be student members of the Subunit and be elected at the Spring Quarter Meeting. Terms for newly elected officers shall begin in September with the onset of the Fall Academic Quarter. Officers may hold office for a period longer than one year if there are no other candidates, but the term of the officers shall be one year unless reelected. A member may hold the same elective position for no more than two consecutive terms unless there is no successor.
3. In the event of a vacated position, the President and/or Subunit Executive Committee shall appoint a qualified replacement for the unexpired term. In the event the President cannot fulfill his/her duties, the Vice-President shall take over and the Subunit Executive Committee shall appoint a new Vice-President for the remainder of the term.
4. Student members shall nominate candidates including themselves. Officer elections shall be conducted by written ballot. The candidate receiving the largest number of votes on the written ballot shall be declared elected. In the case that there are no nominees then the incumbent is automatically nominated.
5. Officers shall serve without salary or compensation for their services.

### SECTION V. DUTIES OF OFFICERS.

1. The President of the Subunit shall:
  - Preside at all Subunit meetings.
  - Serve as the chair of the Subunit Executive Committee.
  - Represent the Subunit and attend Chapter Executive Committee Meetings and other Chapter functions (e.g., Annual Meeting and Symposium).
  - Represent the Subunit at regional and national meetings of the Society when necessary and/or able.
  - Conduct official correspondence for the Subunit.
  - Make such appointments and perform other duties and functions as are authorized and necessary.

- Have general supervision of the Subunit officers. Furthermore, the President shall oversee all aspects of Subunit operations, especially events, activities, and exchange of money.
- Appoint chairpersons for all regular and special committees.
- Sign all official Subunit correspondence, but may designate another officer or committee member to sign specific items.
- Disburse funds in the absence of the Vice-President and Treasurer, as it may be necessary and authorized by the Subunit Executive Committee.
- Be responsible for presenting awards.
- Be accountable for conducting and announcing voting results.
- Submit the Subunit Snapshot, a quarterly section on Subunit news and events in the Chapter's Newsletter, Pisces.
- Proceed to the office of Past-President at the end of the term.

2. The Vice-President of the Subunit shall:

- Assume the duties of the President in the absence or upon the inability of the President to serve.
- Serve on the Subunit Executive Committee.
- Take on responsibilities the President delegates to him/her and work closely with the President.
- Receive application for all classes of American Fisheries Society memberships and shall forward to the Membership Committee Chair of the Chapter.
- Disburse funds in the absence of the Treasurer, as it may be necessary and authorized by the Subunit Executive Committee.
- Along with the President, the Vice-President shall serve as the chief fundraising officer for the Subunit.

3. The Treasurer of the Subunit shall

- Be the custodian to all Subunit funds and keep all official financial records.
- Receive funds, pay bills, keep an itemized account of all receipts and disbursements, and prepare an annual financial report to the Subunit Executive Committee and Subunit members.
- Disburse funds, as it may be necessary and authorized by the President and/or Subunit Executive Committee.
- Along with the President and the Vice-President, the Treasurer shall serve as a fundraising officer for the Subunit.

4. The Secretary of the Subunit shall:
  - Keep the official records of Subunit meetings and activities.
  - Submit minutes of the Subunit meetings to the President and Subunit Executive Committee for review within 30 days after each meeting.
  - Submit an approved official version of meeting minutes to the Webmaster to post on the Subunit's website and retain a copy for Subunit record.
  - Prepare correspondence as requested by officers and chairpersons of the Subunit Executive Committee.
  - Perform other duties as may be requested by the President and/or Subunit Executive Committee.
5. The Past-President of the Subunit shall:
  - Be the immediate outgoing President
  - Assume the duties of President in the event of the President's and Vice-President's absence.
  - Act as advisor to the Subunit Executive Committee and other committee, and give assistance when needed.

#### SECTION VI. EXECUTIVE COMMITTEE.

1. The Subunit Executive Committee of the Subunit shall consist of: the President, Vice-President, Treasurer, Secretary, Past-President, Webmaster, Agency Liaison, Regional University Liaisons, Faculty Advisor, and other members as may be appointed by the President.
2. The Subunit Executive Committee is authorized to act on behalf of the Subunit between meetings, to perform Subunit duties and functions, and may authorize the use of funds. The Subunit Executive Committee shall have authority to determine policies, establish committees, and conduct business consistent with the objectives of the Subunit. The Subunit Executive Committee will determine annual membership fees.
3. A majority of voting Subunit Executive Committee members including at least two elected officers (President, Vice-President, Treasurer, Secretary, PastPresident) constitutes a quorum. Business and voting by the Subunit Executive Committee may be conducted via mail, telephone, and other electronic media.
4. Meetings of the Subunit Executive Committee may be held at the call of the President when a majority of the committee members can meet and conduct business.

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## SECTION VII. UNIT COMMITTEES.

1. Committees and Chairs of committees, except as listed in Sections 5 and 6 of these Bylaws, shall be appointed and charged by the President. Except for Standing Committees, these Subunit committees shall cease to function upon discharge of the duties for which they were appointed or with the end of the term of the appointing officer. The President is authorized to create any special committees that are necessary to meet Society and Subunit objectives, consistent with Section 1 of the Bylaws.
2. Standing Committees, as referred to in these Bylaws, are long-term in nature and are of continued significance for meeting Subunit objectives. Standing Committees are of sufficient importance to warrant representation on the Subunit Executive Committee. Standing Committee members shall be appointed by respective chairs. Standing committees as defined in this paragraph shall include:
  - A. Webmaster, who shall maintain the official website of the Subunit and perform other related duties as may be requested by the President and/or the Subunit Executive Committee.
  - B. Agency Liaison, who shall represent the Subunit and promote interaction and communication with both state and federal government agencies. The Agency Liaison shall perform other related duties as may be requested by the President and/or Subunit Executive Committee.
  - C. University Liaisons, who shall represent the Subunit and promote student participation and interaction from their respective academic institution in Subunit activities and meetings. University Liaisons shall be appointed by the President as the liaison between the Subunit and Subunit members at an individual school. University Liaisons shall coordinate and oversee all activities at his/her school. Academic institutions represented may be any university or college in the geographic region represented by the Chapter.
  - D. Faculty Advisor, who shall serve as a non-voting member of the Subunit Executive Committee and provide consultation as needed. The Faculty Advisor shall supervise officer elections and transitions, attend meetings on a regular basis, assist officers in general operations and procedures. The Faculty Advisor shall assist in promoting and recruiting members to the Subunit and the Society. The term of the faculty adviser shall desist when selected adviser(s) are no longer willing or able to contribute time to the Subunit.

## SECTION VIII. VOTING AND QUORUM

1. All decisions at meetings are decided by a simple majority vote, except for bylaw revisions.
2. Decisions at meetings of the Subunit shall be in accordance with the Constitution of the Society. A quorum at any meeting for the transaction of official business shall be at least five

members including at least two elected officers (President, Vice-President, Treasurer, Secretary, Past-President).

3. Business and voting may be conducted via mail and other electronic media if approved by the EXCOM.
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.

#### SECTION IX. DUES AND FEES

1. The Subunit Executive Committee shall establish and assess member annual dues. The Subunit Executive Committee may also assess registration fees for special events necessary to cover costs. Collections of fees shall be made by the Vice-President/Treasurer of the Subunit.

#### SECTION X. AMENDMENT OF BYLAWS

1. The Bylaws of the Subunit may be amended by a two-thirds majority approval of those members voting, provided that notice of the proposed change(s) be given to the membership at least 30 days prior to a meeting. If voting is by mail ballot, members must be given at least 30 days to return their ballots.
2. Prior to voting the proposed amendments should be approved by the Chapter Executive Committee and the Society Constitutional Consultant.
3. Following approval by the Subunit membership, bylaws amendments must be submitted to the Chapter President and the Society Constitutional Consultant within 45 days of Subunit approval of the amendment.
4. 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. Amendments take effect when the Subunit receives written notice of their approval by the Governing Board from the Executive Director.

## BYLAWS OF THE HAWAII STUDENT SUBUNIT

September 2006

### SECTION I: NAME & OBJECTIVES

The name of this organization shall be the Hawaii Student Subunit of the California-Nevada Chapter of the American Fisheries Society, hereinafter referred to the Subunit, Chapter and Society respectively.

The objectives of this Subunit shall be those of the Society as set forth in Article I of the Constitution. In addition, the Subunit has the following objectives:

To encourage the teaching and learning of fisheries science and practice at the University of Hawaii and throughout the state of Hawaii.

To gather, exchange, share, develop, and disseminate to students, Society members, and the general public, scientific, technical, and other information about fisheries science and practice through meetings, publications, and other forms of communications.

To support the educational and professional development of Subunit members and students of aquatic sciences and fisheries at the University of Hawaii by promoting student participation in meetings, development of research opportunities for undergraduates, interaction and networking with fisheries professionals, and service to our local aquatic habitats and community.

The Subunit shall strive to increase representation of student members in the Chapter and Society, and promote involvement and participation at all levels of the American Fisheries Society. All activities of the Subunit shall conform to the Society's Constitution, Rules and Procedures.

### SECTION II: MEMBERSHIP

The membership of this Subunit shall be open to all students, faculty, staff and community members represented in our geographic region (Hawaii). However, in accordance with the Constitution of the Society and the University of Hawaii-Manoa regulations, only student members of the American Fisheries Society and the California-Nevada Chapter in good standing (dues paid) and enrolled at the University of Hawaii-Manoa shall hold office, chair a committee or vote in the Subunit.

### SECTION III: MEETINGS

The Subunit shall hold at least one meeting bi-annually, during the Fall and Spring academic semesters, at a time and place designated by the President and/or Executive Committee. Periodically, additional meetings shall be held for exchange of information and to engage in fisheries related activities and field trips.

### SECTION IV: OFFICERS

The officers of the Subunit shall consist of the President, Vice President, Treasurer, Secretary and Past President.

Officers shall be student members of the Subunit and shall be elected at the Spring semester meeting. Terms for the newly elected officers shall begin with the onset of the Fall academic semester. Officers may hold office for a period of more than one year if there are no other candidates, but the term of the officers shall be one year unless reelected.

In the event of a vacated position, the President and/or Executive Committee of the Subunit shall appoint a qualified replacement for the unexpired term. In the event that the President cannot fulfill his/her required duties, the Vice President shall take over the Presidential duties and the Executive Committee will appoint a new Vice President for the remainder of the term.

Student members shall nominate candidates. Officer elections shall be conducted by written ballot. The candidate receiving the largest number of votes on written ballot shall be declared elected.

Officers shall serve without salary or compensation for their services.

As needs dictate, the Past and standing President should agree and can submit to the Executive Committee a recommendation to combine Secretary and Treasurer positions. Secretary and Treasurer positions may be combined into one position held by a single person upon submission of the justification by the President of the Executive Committee and voted upon and approved by the Executive Committee ahead of new elections. Once approved to be combined into one position, the same procedure shall be used to split the positions into two separate roles at any future date.

## SECTION V: DUTIES OF OFFICERS

President of the Subunit Shall:

- Preside at all Subunit meetings
- Serve as the Chair of the Subunit Executive Committee Meetings
- Represent the Subunit and attend Chapter Executive Committee Meetings and other Chapter functions (e.g. Annual Meeting and Symposium).
- Report to and coordinate with the Chapter President or respond to specific requests from the Chapter President.
- Conduct official correspondence for the subunit
- Make such appointments and perform other duties and functions as are authorized and necessary.
- Have general supervision of the other Subunit officers. Furthermore, the President shall oversee all Subunit operations, especially events, activities, and exchange of money.
- Appoint or select volunteer chairpersons for all standing and special committees.
- Sign all official Subunit correspondence, but may designate other officer or committee member to sign specific items.
- Be responsible for presenting awards.
- Submit the Subunit snapshot, a quarterly section on Subunit news and events in the Chapter's Newsletter, Pisces.
- Proceed to the office of Past President at the end of the term.

Vice President of the Subunit Shall:

- Assume the duties of the President in the absence or upon the inability of the President to serve.
- Serve and is elected to the Subunit Executive Committee.
- Take on responsibilities the President delegates to him/her and work closely with the President.
- Disperse funds in the absence of the Treasurer, as it may be necessary and authorized by the Subunit Executive Committee.
- Act as the reviewer and provide verification audit of the Treasurer's financial transactions and report to be submitted to the President and Executive Committee for approval.
- Along with the President, the Vice President shall serve as the chief fundraiser officer for the Subunit.
- Conduct membership drive activities.

Treasurer of the Subunit Shall:

- Be the custodian to all Subunit funds and keep all official financial records.
- Serve on the Subunit Executive Committee
- Receive funds, pay bills, keep an itemized account of all receipts and disbursements, prepare an annual financial report to the Subunit Executive Committee and Subunit members and maintain financial records in standard accounting format for review by Society officers and staff as needed or required. Coordinated with Vice President, tracks and verifies bank account transactions and expenditures.
- Disburse funds as it may be necessary and authorized by the President and/or Subunit Executive Committee.
- Track and report on Subunit membership.
- Receive all classes of application to the American Fisheries Society memberships and shall forward to the Membership Committee Chair of the Chapter.

Secretary of the Subunit Shall:

- Keep the official records of Subunit meetings and activities.
- Submit minutes of the meetings to the Subunit President, Subunit Executive Committee, Secretary of the Chapter, and to the Society Executive Director for review within 30 days of each meeting.
- Submit an approved official version of meeting minutes to Webmaster to post on the Subunit's website and retain a copy for Subunit record.
- Prepare correspondence as requested by officers and chairpersons of the Subunit Executive Committee.
- Be accountable for conducting and announcing voting results.
- Perform other duties as may be requested by the President and/or Subunit Executive Committee.

Past President Shall:

- Be the immediate out-going president

- Assume the duties of the President in the event of the President's and Vice President's absence.
- Act as advisor to the Subunit Executive Committee and other committees, and give assistance when needed.

#### SECTION VI: SUBUNIT EXECUTIVE COMMITTEE

The Subunit Executive Committee shall consist of the President, Vice President, Treasurer, Secretary, Past President, and other members appointed by the President or selected as committee chair volunteers.

The Subunit Executive Committee is authorized to act on behalf of the Subunit between meetings, to perform Subunit duties and functions, and may authorize the use of funds. The Subunit Executive Committee shall have the authority to determine policies, establish committees, and conduct business consistent with the objectives of the Subunit.

A majority of Subunit Executive Committee members including at least 2 elected officers (President, Vice President, Treasurer, and Secretary) constitutes a quorum.

Business and voting by the Subunit Executive Committee may be conducted via mail, telephone, and other electronic media.

Meetings of the Subunit Executive Committee may be held at the call of the President and when a majority of the committee members can meet and conduct business.

#### SECTION VII: SUBUNIT COMMITTEES

Committees and Chairs of committees, except as listed in Section 5 and 6 of these bylaws, shall be appointed and charged by the President. Except for Standing Committees, these Subunit committees shall cease to function upon discharge of the duties for which they were appointed and/or with the end of the term of the appointing officer. The President is authorized to create any appointed committees that are necessary to meet Society and Subunit objectives, consistent with Section I of these bylaws.

Standing Committees, as referred to by these Bylaws, are long-term in nature and are of continued significance for meeting Subunit objectives. Standing Committees are of sufficient importance to warrant representation on the Subunit Executive Committee. Standing Committee members shall be appointed by respective chairs.

#### SECTION VIII: VOTING AND QUORUM

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

Decisions at meetings of the Subunit shall be in accordance with the Constitution, Rules and Procedures of the Society. A quorum at any meeting for the transaction of official business shall be at least five members including at least two elected officers (President, Vice President, Treasurer, Secretary, and Past President).

Business and voting may be conducted by either mail or electronic media.

Unless otherwise specified by these Subunit Bylaws or the Constitution of the Society, meetings are conducted under the latest edition of Robert's Rules of Order.

#### SECTION IX: DUES AND FEES

The Subunit Executive Committee shall establish and assess any member dues subject to approval of the members voting at the annual meeting. The Subunit Executive Committee may also assess any registration fees for any special events to cover costs.

#### SECTION X: AMENDMENTS OF BYLAWS

The Bylaws of the Subunit may be amended by a two-thirds majority approval of those members voting, provided that written notice of proposed change(s) is given to the membership at least 30 days prior to the meeting. If voting is by mail or electronic ballot, members must be given at least 30 days to return their ballots.

Prior to voting, the proposed amendments should be approved by the Chapter Executive Committee and the Society Constitutional Consultant.

Following approval of the Subunit membership, bylaws amendments must be submitted to the Chapter President and the Society Constitutional Consultant within 45 days of Subunit approval of the amendment.

In accordance with the Society's 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. Amendments take effect when the Subunit receives written notice of their approval by the Governing Board from the Executive Director.

## BYLAWS OF THE SACRAMENTO-DAVIS STUDENT SUBUNIT

June 2008

### **Section 1. Name and Objectives**

1. The name of this organization shall be the Sacramento-Davis Student Subunit of the California-Nevada Chapter of the American Fisheries Society, hereinafter referred to as the Subunit, Chapter and Society respectively.
2. The objectives of the Subunit shall be those of the Society as set forth in Article I of the Constitution, and especially, to encourage the exchange and awareness of regional fisheries and other technical information among Subunit members and fisheries professionals and other members in the Chapter and Society. The Subunit shall also provide a forum for students and other fish enthusiasts to interact and participate in activities. Furthermore, the Subunit shall emphasize and foster professional development of students, research opportunities for undergraduates, promotion of student participation in meetings, interaction and networking with fisheries professionals from various private and government agencies and academic researchers, and service to our local aquatic habitats and community.
3. The Subunit shall increase representation of student members in the Chapter and Society, and promote involvement and participation at all levels.
4. All activities of the subunit shall conform to the Society's Constitution, Rules, and Procedures.

### **Section 2. Membership**

1. The membership of the Subunit shall be open to all students, alumni, faculty, and staff in the geographic region represented by the Chapter. Subunit members must be members of the Chapter in good standing (dues are paid) and the Society. In accordance with the Constitution of the Society and the University of California, Davis regulations, only student Subunit members may hold office, serve as committee chairs, or vote on Subunit business. The President and/or Subunit Executive Committee shall appoint faculty advisor(s).

### **Section 3. Meetings**

1. The Subunit shall hold at least one meeting quarterly, during the fall, winter, and spring academic quarters, at a time and place designated by the President and/or Executive Committee. Periodically, additional meetings shall be held for the exchange of information and to engage in fisheries related activities and field trips.

### **Section 4. Officers**

1. The officers of the Subunit shall consist of a President, Vice-President/Treasurer, Secretary, and Past-President.
2. Officers shall be student members of the Subunit and be elected at the Spring Quarter Meeting. Terms for newly elected officers shall begin in September with the onset of the Fall Academic Quarter. Officers may hold office for a period longer than one year if there are no other candidates, but the term of the officers shall be one year unless reelected. A member may hold the same elective position for no more than two consecutive terms unless there is no successor.
3. In the event of a vacated position, the President and/or Subunit Executive Committee shall appoint a qualified replacement for the unexpired term. In the event the President cannot fulfill his/her duties, the Vice-President shall take over and the Subunit Executive Committee shall appoint a new Vice-President for the remainder of the term.
4. Student members shall nominate candidates including themselves. Officer elections shall be conducted by written ballot. The candidate receiving the largest number of votes on the written ballot shall be declared elected. In the case that there are no nominees then the incumbent is automatically nominated.
5. Officers shall serve without salary or compensation for their services.

### **Section 5. Duties of Officers**

1. The President of the Subunit shall:
  - A. Preside at all Subunit meetings.
  - B. Serve as the chair of the Subunit Executive Committee.
  - C. Represent the Subunit and attend Chapter Executive Committee Meetings and other Chapter functions (e.g., Annual Meeting and Symposium).
  - D. Represent the Subunit at regional and national meetings of the Society when necessary and/or able.
  - E. Conduct official correspondence for the Subunit.
  - F. Make such appointments and perform other duties and functions as are authorized and necessary.
  - G. Have general supervision of the Subunit officers. Furthermore, the President shall oversee all aspects of Subunit operations, especially events, activities, and exchange of money.
  - H. Appoint chairpersons for all regular and special committees.
  - I. Sign all official Subunit correspondence, but may designate another officer or committee member to sign specific items.

- J. Disburse funds in the absence of the Vice-President/Treasurer, as it may be necessary and authorized by the Subunit Executive Committee.
- K. Be responsible for presenting awards.
- L. Be accountable for conducting and announcing voting results.
- M. Submit the *Subunit Snapshot*, a quarterly section on Subunit news and events in the Chapter's Newsletter, *Pisces*.
- N. Proceed to the office of Past-President at the end of the term

2. The Vice-President/Treasurer of the Subunit shall:

- A. Assume the duties of the President in the absence or upon the inability of the President to serve.
- B. Serve on the Subunit Executive Committee.
- C. Take on responsibilities the President delegates to him/her and work closely with the President.
- D. Be the custodian to all Subunit funds and keep all official financial records.
- E. Receive funds, pay bills, keep an itemized account of all receipts and disbursements, and prepare an annual financial report to the Subunit Executive Committee and Subunit members.
- F. Disburse funds, as it may be necessary and authorized by the President and/or Subunit Executive Committee.
- G. Along with the President, the Vice-President/Treasurer shall serve as the chief fundraising officer for the Subunit.
- H. Receive application for all classes of American Fisheries Society memberships and shall forward to the Membership Committee Chair of the Chapter.

3. The Secretary of the Subunit shall:

- A. Keep the official records of Subunit meetings and activities.
- B. Submit minutes of the Subunit meetings to the President and Subunit Executive Committee for review within 30 days after each meeting.
- C. Submit an approved official version of meeting minutes to the Webmaster to post on the Subunit's website and retain a copy for Subunit record.
- D. Prepare correspondence as requested by officers and chairpersons of the Subunit Executive Committee.
- E. Perform other duties as may be requested by the President and/or Subunit Executive Committee.

4. The Past-President of the Subunit shall:

- A. Be the immediate outgoing President
- B. Assume the duties of President in the event of the President's and Vice-President/Treasurer's absence.
- C. Act as advisor to the Subunit Executive Committee and other committee, and give assistance when needed.

### **Section 6. Subunit Executive Committee**

1. The Subunit Executive Committee of the Subunit shall consist of: the President, Vice-President/Treasurer, Secretary, Past-President, Webmaster, Agency Liaison, Regional University Liaisons, Faculty Advisor, and other members as may be appointed by the President.
2. The Subunit Executive Committee is authorized to act on behalf of the Subunit between meetings, to perform Subunit duties and functions, and may authorize the use of funds. The Subunit Executive Committee shall have authority to determine policies, establish committees, and conduct business consistent with the objectives of the Subunit. The Subunit Executive Committee will determine annual membership fees.
3. A majority of voting Subunit Executive Committee members including at least two elected officers (President, Vice-President/Treasurer, Secretary, Past-President) constitutes a quorum. Business and voting by the Subunit Executive Committee may be conducted via mail, telephone, and other electronic media.
4. Meetings of the Subunit Executive Committee may be held at the call of the President when a majority of the committee members can meet and conduct business.

### **Section 7. Subunit Committees**

1. Committees and Chairs of committees, except as listed in Sections 5 and 6 of these Bylaws, shall be appointed and charged by the President. Except for Standing Committees, these Subunit committees shall cease to function upon discharge of the duties for which they were appointed or with the end of the term of the appointing officer. The President is authorized to create any special committees that are necessary to meet Society and Subunit objectives, consistent with Section 1 of the Bylaws.
2. Standing Committees, as referred to in these Bylaws, are long-term in nature and are of continued significance for meeting Subunit objectives. Standing Committees are of sufficient importance to warrant representation on the Subunit Executive Committee. Standing Committee members shall be appointed by respective chairs. Standing committees as defined in this paragraph shall include:
  - A. Webmaster, who shall maintain the official website of the Subunit and perform other related duties as may be requested by the President and/or the Subunit Executive Committee.

- B. Agency Liaison, who shall represent the Subunit and promote interaction and communication with both state and federal government agencies. The Agency Liaison shall perform other related duties as may be requested by the President and/or Subunit Executive Committee.
- C. University Liaisons, who shall represent the Subunit and promote student participation and interaction from their respective academic institution in Subunit activities and meetings. University Liaisons shall be appointed by the President as the liaison between the Subunit and Subunit members at an individual school. University Liaisons shall coordinate and oversee all activities at his/her school. Academic institutions represented may be any university or college in the geographic region represented by the Chapter.
- D. Faculty Advisor, who shall serve as a non-voting member of the Subunit Executive Committee and provide consultation as needed. The Faculty Advisor shall supervise officer elections and transitions, attend meetings on a regular basis, assist officers in general operations and procedures. The Faculty Advisor shall assist in promoting and recruiting members to the Subunit and the Society. The term of the faculty adviser shall desist when selected adviser(s) are no longer willing or able to contribute time to the Subunit.

### **Section 8. Voting and Quorum**

- 1. All decisions at meetings are decided by a simple majority vote, except for bylaw revisions.
- 2. Decisions at meetings of the Subunit shall be in accordance with the Constitution of the Society. A quorum at any meeting for the transaction of official business shall be at least five members including at least two elected officers (President, Vice-President/Treasurer, Secretary, Past-President).
- 3. Business and voting may be conducted via mail and other electronic media if approved by the EXCOM.
- 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.

### **Section 9. Dues and Fees**

- 1. The Subunit Executive Committee shall establish and assess member annual dues. The Subunit Executive Committee may also assess registration fees for special events necessary to cover costs. Collections of fees shall be made by the Vice-President/Treasurer of the Subunit.

### **Section 10. Amendment of Bylaws**

- 1. The Bylaws of the Subunit may be amended by a two-thirds majority approval of those members voting, provided that notice of the proposed change(s) be given to the membership at least 30 days prior to a meeting. If voting is by mail ballot, members must be given at least 30 days to return their ballots.

2. Prior to voting the proposed amendments should be approved by the Chapter Executive Committee and the Society Constitutional Consultant.
3. Following approval by the Subunit membership, bylaws amendments must be submitted to the Chapter President and the Society Constitutional Consultant within 45 days of Subunit approval of the amendment.
4. 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. Amendments take effect when the Subunit receives written notice of their approval by the Governing Board from the Executive Director.