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# CERTIFICATE AWARD ORDER FORM

*PLEASE ALLOW FOR A TWO - THREE WEEK TURNAROUND TIME.*

**TYPE OF CERTIFICATE (Cost of certificate-\$5, Cost of plaque-\$15, Shipping/Handling-\$5 per award)**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> <b>Chapter</b><br><input type="checkbox"/> Past President<br><input type="checkbox"/> Vice President<br><input type="checkbox"/> Secretary/Treasurer<br><input type="checkbox"/> Newsletter Editor | <input type="checkbox"/> <b>Section</b><br><input type="checkbox"/> Best Paper<br><input type="checkbox"/> Best Poster<br><input type="checkbox"/> Distinguished Service<br><input type="checkbox"/> Award of Excellence | <input type="checkbox"/> <b>Division</b><br><input type="checkbox"/> Award of Merit<br><input type="checkbox"/> Outstanding Chapter<br><input type="checkbox"/> Best Paper<br><input type="checkbox"/> Other: _____<br><small>(Please provide wording in your email)</small> |
|---|--|--|

**CERTIFICATE AWARD INFORMATION**

Name to be Placed on Certificate: \_\_\_\_\_

City, State, Year Where Presentation will be Made:  
\_\_\_\_\_

Date Presentation Will Be Made (MM/DD/YY):  
\_\_\_\_\_

Dates of Service for Award Recipient (MM/YY to MM/YY):  
\_\_\_\_\_

**UPS SHIPPING ADDRESS (NO PO BOXES)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip, Country: \_\_\_\_\_

Phone, Fax, e-mail: \_\_\_\_\_

**BILLING ADDRESS (no need to fill in if same as above)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip, Country: \_\_\_\_\_

Phone, Fax, e-mail: \_\_\_\_\_

**ORDERED BY**

Member Name: \_\_\_\_\_ Subunit/Committee Name: \_\_\_\_\_

**PAYMENT DETAILS**

- Please bill to above address
- Please charge VISA/Mastercard: \_\_\_\_\_ exp date: \_\_\_\_\_

*Please send your request for a certificate to: Gail Goldberg, AFS Unit Services Coordinator,  
[ggoldberg@fisheries.org](mailto:ggoldberg@fisheries.org).*

*(Award is printed on AFS certificate paper which contains the AFS name/logo and year of organization)*

## **CHAPTER PRESIDENT**

*John Fisher*

*is hereby awarded this*

## **CERTIFICATE OF APPRECIATION**

*in recognition of personal contributions to the advancement and improvement of fisheries science in the professional and public interest by serving as President of the Southern New England Chapter of the American Fisheries Society and as a member of the Executive Committee of the Northeastern Division of the American Fisheries Society for the period of August 26, 2009 to June 16, 2010.*

*By order of the Membership of the Southern New England Chapter of the American Fisheries Society assembled in Hadley, Massachusetts this 16<sup>th</sup> day of June, 2010.*

*(Corporate seal -if available  
is inserted here)*

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*Chapter Officer*

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*Executive Director*

## Change of Officer Report

Unit Name .....

Officer Change Date .....

Term in Office From Month, Year: ..... To Month Year: .....

---

President Name .....

(NEED) Address .....

Phone and Fax .....

E-mail .....

---

President- Name .....

Elect Address .....

(NEED) Phone and Fax .....

E-mail .....

---

Vice- Name .....

President Address .....

Phone and Fax .....

E-mail .....

---

Secretary- Name .....

Treasurer Address .....

(NEED) Phone and Fax .....

E-mail .....

---

Newsletter- Name .....

Editor Address .....

Phone and Fax .....

E-mail .....

---

Past Name .....

President Address .....

Phone and Fax .....

E-mail .....

---

Other Name .....

Address .....

Phone and Fax .....

E-mail .....

---

Annual Meeting Date (s)..... Location (city, state).....

Contact Person..... Contact Phone & e-mail.....

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Return form to: **Units Coordinator** at American Fisheries Society, 5410 Grosvenor Lane, Suite 110,  
 Bethesda, MD 20814 or fax to (301) 897-8096, ggoldberg@fisheries.org or call (301) 897-8616  
 ext. 201

# The American Fisheries Society's Application for Certification Renewal

All applications must be submitted electronically via email with the applicants name and "Certification Application" in the subject line. Please email the completed application by December 31, 2010, to:

Gail Goldberg at [ggoldberg@fisheries.org](mailto:ggoldberg@fisheries.org).

The fee for Certification Renewal is \$50 for AFS members and \$100 for nonmembers.

Mail the application fee (and this page only) to:

The American Fisheries Society Certification Program  
5410 Grosvenor Lane, Suite 110  
Bethesda, MD 20814.

**Late Renewal Policy:** If a Certified Fisheries Professional does not submit a renewal form by December 31 of the year they are due to renew, the cost of renewal increases by \$10 per year up to a maximum of the cost of first time certification.

Thank you for participating in the American Fisheries Society's Certification Program!

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Mailing Address:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone :** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**I would like to request Emeritus Status instead of renewing: Yes \_\_\_ No \_\_\_**

*(Emeritus Status is for individuals having held the FP-C designation for 20 years or more who are retired or work part-time. Although application is free, please enclose \$10 if you'd like a certificate, and \$25 for a certificate and a plaque)*

**Name, exactly as you would like it listed on your certificate:** \_\_\_\_\_

## Professional Development Activity Form

### SUMMARY OF PROFESSIONAL DEVELOPMENT QUALITY POINTS (PDQPs) FOR PAST 5 YEARS:

*A total of 100 PDQPs over the previous 5 years are needed, distributed among five categories as summarized below. Please document no more than 125 PDQPs. Descriptions of each of the categories as well as examples of activities that are awarded PDQPs are included in the remaining pages.*

**Beginning Date:** \_\_\_\_\_

**Ending Date:** \_\_\_\_\_

<b>Category I &amp; II:</b>	_____	PDQPs	Combined: Minimum 35, Maximum 60
<b>Category III:</b>	_____	PDQPs	Maximum 35
<b>Category IV:</b>	_____	PDQPs	Maximum 35
<b>Category V:</b>	_____	PDQPs	Maximum 35
<b>Total:</b>	_____	<b>PDQPs</b>	<b>100 Min and 125 Max</b>

Having completed the PDQPs listed above, I hereby apply for professional status as a Certified Fisheries Professional (FP-C). I attest that to the best of my knowledge the information contained in this application and any attached material is complete and true.

**DECLARATION:** *Have you in your past activities complied with the American Fisheries Society Standards of Professional Conduct?*

**YES** \_\_\_\_\_

**NO** \_\_\_\_\_

*If NO, please explain in an attached letter.*

**(Signature of Applicant)** \_\_\_\_\_

**(Date)** \_\_\_\_\_















# AFS Professional Certification Program

## **The Revised American Fisheries Society Professional Certification Program**

***The program, described in this article, was implemented on 1 July 1998.***

By the American Fisheries Society Task Force on Professional Certification

*(Ira R. Adelman [chair], Michael L. Armstrong, Tracy L. Close, Wayne J. Daley, Harvey L. Forsgren, Peter C. Jacobson, Steve L. McMullin, Rudolph A. Rosen, Charles G. Scalet, and Alexander V. Zale)*

*Ira R. Adelman, chair of the AFS Task Force on Professional Certification, can be reached at (612) 624-4228; FAX (612) 625-5299; [ira@finsandfur.fw.umn.edu](mailto:ira@finsandfur.fw.umn.edu). Individuals who wish to apply for professional certification should contact [Laura Hutchcroft](#); AFS; 5410 Grosvenor Lane, Suite 110; Bethesda, MD 20814; (301) 897-8616, ext. 201; FAX (301) 897-8096. The Professional Certification application is also available in WordPerfect, Word, or Adobe formats at <http://www.fisheries.org>.*

### **Background**

The American Fisheries Society (AFS) Governing Board approved a revised program of professional certification at its midyear meeting in March 1997. **The program, described in this article, was implemented 1 July 1998.** The main differences between the existing and revised plan are **(1)** a change in the certification titles, from associate fisheries scientist and certified fisheries scientist to associate fisheries professional and certified fisheries professional, **(2)** a change in education requirements, and **(3)** a requirement for certification renewal every five years. The experience requirements are more clearly described but in essence have not changed.

Changes in the certification program will affect current and future associate and certified fisheries professionals and colleges and universities that provide fisheries education. **To give universities and students time to adapt to the new education requirements, those requirements will become effective 1 July 2002.** All applicants for certification before that date must satisfy current education criteria, and certified professionals will not have to complete additional course work to remain certified after implementation of the new education criteria.

**Certification renewal will be phased in throughout five years beginning 1 July 1998.** Eventually, all certified fisheries professionals will need to apply for certification renewal every five years. However, during the phase-in period, one-third of the certified fisheries professionals must apply for renewal by three years, one-third by four years, and the final one-third by five years. Individuals in the three groups will be randomly selected and notified by AFS. Because certification renewal requires documentation of continuing education and professional activities, current associate and certified fisheries professionals should begin keeping logs of those activities by 1 July 1998. Details of the certification renewal requirements and qualifying activities are described in this article.

### **Professional Certification Program**

A fisheries professional is an individual with specialized education in the sciences and technologies involving the structure, dynamics, and interactions of habitat, aquatic organisms, and humans. He or she may be a generalist in fisheries resource management or a specialist in one or more allied disciplines such as aquatic biology, limnology, oceanography, aquaculture, fisheries biometrics, fisheries economics, and fisheries engineering among others. Although areas of specialization may be varied, the individual's professional responsibilities must involve fish. Fisheries professionals are dedicated to high-quality service and the achievement of specific goals and objectives. They promote conservation—optimization of benefits for society while maintaining the integrity, diversity, and sustainability of aquatic systems—through research, education, management, and administration. Fisheries professionals strive for high standards of competence and integrity to establish mutual confidence and respect and to bring credit to their profession, employers, and community.

Certification is widely practiced by the professions as one means of setting standards and guidelines for professional recognition. It serves to upgrade the professional image and is a mark of accomplishment. Certification also is a mechanism to demonstrate responsible peer evaluation. The specific objectives of certification are as follows: **(1)** to provide governmental and nongovernmental agencies and organizations, private firms, courts, and the general public with a definitive minimum standard of experience and education for fisheries professionals; and **(2)** to foster broader recognition of fisheries professionals as well-educated and experienced, acting in the best interest of the public.

The AFS has worked to advance conservation of fishes and aquatic resources around the world for more than a century. With almost 10,000 members, the Society promotes educational, scientific, and technological development of all facets of fisheries science and management.

## **Certification Description**

Two tiers of certification are available. An applicant who satisfies course work and degree (minimum of B.S. or B.A.) requirements but has insufficient or no experience may become an Associate Fisheries Professional (AFP). An applicant who satisfies course work and degree requirements and has a specific number of years of qualifying experience and a specific number of professional development quality points (PDQPs) may become a Certified Fisheries Professional (CFP).

**I. Associate Fisheries Professional (AFP)**—Applicants must meet the academic (course and degree) requirements as prescribed under Guidelines for Professional Certification.

**II. Certified Fisheries Professional (CFP)**—In addition to the academic requirements mentioned above, minimum experience and professional development requirements are listed under Guidelines for Professional Certification.

Although the same application form is used, applicants must designate the certification category, AFP or CFP, for which they are applying. If uncertain (because of course work variances, questions about qualifying/nonqualifying experience, professional development, etc.) as to the tier for which they qualify, a third choice may be indicated. This choice means that the applicant accepts the level of certification (AFP or CFP) granted by the AFS after its review.

Associate Fisheries Professional certification may be retained for a maximum of eight years, at which time the requirements for a Certified Fisheries Professional must be met and applied for in order to retain any AFS certification. The AFP must submit a new application with all requested information, with the exception of the course list and transcripts (unless further education has been acquired).

## **Guidelines for Professional Certification**

Minimum course requirements 1, 2, 3, 4

**(A) Fisheries and aquatic sciences courses.** A minimum of four (4) courses, for a total of twelve (12) semester or eighteen (18) quarter hours. Of the four (4) courses, at least two (2) must be directly related to fisheries science (e.g., fisheries science, ichthyology, fisheries management, fish ecology, aquaculture or fish culture, fish diseases, etc.), and at least one (1) must cover principles of fisheries science and management. Therefore, a maximum of two (2) nonfisheries, aquatic science courses (e.g., limnology, aquatic entomology, stream ecology, etc.) can be used in this category.

**(B) Other biological sciences courses** that, when added to the preceding courses, total to thirty (30) semester or forty-five (45) quarter hours.

**(C) Physical sciences courses.** Fifteen (15) semester or twenty-three (23) quarter hours.

**(D) Mathematics and statistics courses.** Six (6) semester or nine (9) quarter hours, including one (1) calculus and one (1) statistics course or two (2) statistics courses. This new educational requirement will become effective July 1, 2002 until then please use the current guidelines. **The guidelines to use before July 1, 2002 are six (6) semester or nine (9) quarter hours, including college algebra or calculus and one course in statistics.**

**(E) Communications courses.** Nine (9) semester or thirteen (13) quarter hours. Three (3) semester or five (5) quarter hours may be taken in communications-intensive courses (see explanation below) if officially designated as such by the university or college at which they were taken.

**(F) Human dimensions courses.** Six semester or nine quarter hours. This new educational requirement will become effective July 1, 2002.

### **Description of course categories**

The **fisheries and aquatic sciences category** must include four courses related to understanding or manipulating aquatic ecosystems. Courses such as fisheries science, limnology, oceanography, fisheries management, ichthyology, aquaculture or fish culture, taxonomy of aquatic organisms, and aquatic ecology are acceptable. Courses such as vertebrate biology, wildlife management, ornithology, general ecology, etc. do not belong in this category. The course designated as fulfilling the principles of fisheries science/management requirement must include fisheries population dynamics and habitat assessment and management. It must be an upper-division course (i.e., junior, senior, or graduate level) and must be at least three semester or four quarter hours. All combined fisheries and wildlife courses count as if they were 100% fisheries.

**Physical sciences category courses** include chemistry, physics, soils, geology, hydrology, earth science, astronomy, and meteorology.

**Mathematics and statistics category courses** must include one course each in calculus and statistics or two statistics courses. **(Effective after July 1, 2002)**

The **communications category** includes courses such as composition, technical writing, and verbal communication. Literature, foreign language, other humanities courses, and seminars do not count. Communications-intensive courses are defined as those whose primary subject is not communications but rather have intensive communications requirements and are officially designated as such by the university. Officially designated means that the university has a formal listing of courses as communications-intensive or a similar title, and that certain criteria have been met by those courses to receive such designation. Officially designated communications-intensive courses credited in this category also may be counted in another category. For example, if a fisheries management course is designated as communications-intensive, the course may count for full credit in both the fisheries and aquatic science category and the communications category.

**Human dimensions category courses** deal with social aspects of natural resource science and management. They include courses such as named courses in human dimensions of natural resources and courses in policy, planning, administration, law, ethics, public relations, leadership, conflict resolution, natural resource economics, and others related to natural resource management. Introductory social science courses such as sociology and psychology do not qualify. Courses in this group may be double-counted as fulfilling course requirements in the fisheries and aquatic sciences category, but the credit hours must be apportioned between the two categories based on the percentage time devoted to the human dimensions topic. **(Effective after July 1, 2002)**

## **Minimum Degree and Experience Requirements for Certified Fisheries Professionals**

(1) A bachelor of science or bachelor of arts degree, plus five years of full-time qualifying experience, post-bachelor's degree

or

(2) A master of science or a master of arts degree, plus four years of full-time qualifying experience, post-bachelor's degree

or

(3) A doctor of philosophy degree, plus two years of full-time qualifying experience, post-bachelor's degree.

### **Description of qualifying experience**

Qualifying experience is that in which the candidate applies current knowledge in the fisheries sciences within the context of fisheries management, research, education, or administration. Because the fisheries profession is so varied in specialization, identifying qualifying experience cannot be easily generalized.

Below are types and examples of qualifying experience in each area:

Management involves the application of fisheries science principles (e.g., population dynamics, aquatic biology, limnology, habitat assessment and manipulation, human dimensions, fish culture, biometrics) toward the accomplishment of specific fisheries management goals and objectives. The candidate should have responsible charge or supervision over the planning, implementation, and assessment of projects. Responsible charge or supervision is defined as the direction of work such that the successful completion of the work depends on decisions made by the professional with limited oversight, direction, or approval of others. Projects include recreational and commercial fisheries investigations and management, fish culture, environmental assessment, habitat restoration or enhancement, and fish disease management. Qualifying experience requires that the candidate use independent judgment and action.

Research involves responsible charge or supervision of field or laboratory fisheries research projects. Qualifying experience includes oversight responsibility for design, implementation, analysis, and report writing. Research projects should either be published in a recognized, peer-reviewed journal or used by the employer for the purpose of improved scientific methodology, regulatory decision making, or resource management practices.

Education involves college-level teaching of various facets of fisheries management, research, and administration. Education also may involve development and delivery of educational programs in fisheries for dissemination to the general public or particular stakeholders.

Administration involves direct-line authority over other fisheries professionals engaged in activities or programmatic responsibilities over activities that qualify for certification described under the headings of management, research, and education given above. Candidates must have responsibility and decision-making authority of such magnitude as districtwide, regional, statewide, or national fisheries programs. Independent judgment and consequences of actions must be present.

### **Minimum Professional Development Requirements**

*(Will be required as of July 1, 2000)*

#### **Description and criteria**

Professional development is required of all Certified Fisheries Professionals (CFPs) to keep abreast of developments in the field and to ensure continued enhancement of knowledge and skills throughout the CFP's career. Consequently, a CFP must submit evidence of professional development activities to achieve and maintain certification.

A point system is used to evaluate professional development. Prior to initial certification as a CFP and every five (5) years thereafter, a CFP must submit evidence of continued activity and development by accumulating a minimum number of professional development quality points (PDQPs). Whereas a minimum number of PDQPs must be obtained in activity Categories I and II (continuing education), the

remaining PDQPs must be distributed among at least two (2) of the remaining three (3) activity categories. These categories and specific activities within the categories are listed below.

**Category I. Continuing education—fisheries**

Includes subjects directly related to fisheries science or management. Examples include fisheries management, habitat management, fisheries economics, fish diseases, aquaculture or fish culture, fisheries policy and law, aquatic ecology, etc.

<b>Activities</b>	<b>PDQPs</b>
<b>Participation in short-courses or training programs sponsored or conducted by commercial organizations, professional organizations/agencies, employers, or universities</b>	<b>0.5 per hour of instruction</b>
<b>Attendance at annual or semiannual meetings or special conferences of professional societies, educational organizations, etc.</b>	<b>0.5 per hour of participation</b>
<b>Attendance at in-house meetings of employer involving education on new techniques or developments in the profession</b>	<b>0.5 per hour of participation</b>
<b>Completion of self-instruction audiovisuals</b>	<b>0.5 per hour of instruction</b>
<b>Attendance at seminars conducted by experts in the subject</b>	<b>0.5 per hour of instruction</b>

**Category II. Continuing education—nonfisheries**

Includes subjects that are not primarily fisheries oriented but are professionally enriching to the individual. Examples include computer science and statistics, managerial and leadership skills, public speaking, problem-solving, public relations, marketing, planning, and other related natural resource disciplines such as forestry, wildlife, etc.

<b>Activities</b>	<b>PDQPs</b>
<b>Participation in short courses or training programs sponsored or conducted by commercial organizations, professional organizations/agencies, employers, or universities</b>	<b>0.5 per hour of instruction</b>
<b>Attendance at annual or semi-annual meetings or special conferences of professional societies, educational organizations, etc.</b>	<b>0.5 per hour of participation</b>
<b>Attendance at in-house meetings of employers involving education on new techniques or developments in the profession</b>	<b>0.5 per hour of participation</b>
<b>Completion of self-instruction audiovisuals</b>	<b>0.5 per hour of instruction</b>
<b>Attendance at seminars conducted by experts in the subject</b>	<b>0.5 per hour of instruction</b>

### Category III. Oral communications in fisheries and nonfisheries subjects

Includes the development, preparation, and presentation of activities such as those described in categories I and II. Context is any public meeting that is open to the general public or a select group of invited participants. For fisheries subjects, the audience need not be fisheries professionals. For nonfisheries subjects, the audience must be fisheries professionals. Multiple presentations of the same or similar subject matter can only be credited once during a certification renewal period.

<b>Activities</b>	<b>PDQPs</b>
Author/coauthor of an oral or poster presentation at a professional meeting	7
Author/coauthor of an oral or poster presentation to a nonprofessional audience	7
Organizer/instructor of a short course or workshop	20
Instructor of a quarter- or semester-length course	10 points per credit maximum 30
Author/producer of self-instruction audiovisuals in fisheries	20

### Category IV. Written communications

Developing, writing, editing, reviewing, and publishing fisheries-oriented materials. The written material need not be published, but it must be readily available to professional and nonprofessional audiences.

<b>Activities</b>	<b>PDQPs</b>
Author/coauthor of peer-reviewed article or book chapter	15
Author/coauthor of a book/monograph	30
Editor/coeditor of a book/monograph	15
Author/coauthor of non-peer-reviewed article in a magazine, brochure, newspaper, etc.	7
Author/coauthor of an agency publication or report	10
Reviewer or editor of an article that has been submitted for publication	3
Book reviewer for a professional publication	5

### Category V. Service

Involves membership and active participation in fisheries or aquatic professional societies and organizations, and community service that draws on the individual's professional expertise in fisheries. Community service may include contributions of professional expertise to civic groups, environmental organizations, government, etc. Points are given for each year served in multiple-year appointments.

Activities	PDQPs
Holding the highest office in an organization (including subdivisions), (e.g., president, director, chair, journal editor, etc.)	15
Holding the other offices in an organization (including subdivisions), (e.g., secretary, treasurer, associate editor, newsletter editor, Committee chair, etc.)	10
Committee member	4

### PDQP requirements (Will be required as of July 1, 2000)

PDQPs are required to both achieve and maintain status as a CFP. However, because only formal education is needed to achieve AFP status, PDQPs are not required. At the time of application for the initial CFP, the candidate must have accumulated 30 PDQPs during the previous 2 years. These must be accumulated in at least two of the five categories. To maintain CFP status, 100 PDQPs must be accumulated during the previous 5 years, and an application for certification renewal must be submitted during the fifth year after previous certification. The 100 PDQPs must be distributed among the five categories as follows:

Category I or II:	Minimum 35, maximum 60, combined
Category III:	Maximum 35
Category IV:	Maximum 35
Category V:	Maximum 35
Total:	Minimum 100

Professional development should be undertaken through various activities. The minimum requirement in Category I or II combined is to ensure that a portion of the PDQPs are acquired through continuing education as opposed to professional activities. The maximum requirements in the other categories ensure that some PDQPs are obtained in at least three categories. CFP applicants will be provided with a Professional Development Activity Form for documenting such activities for certification renewal. Notification of the need for certification renewal will be sent to each AFP and CFP not less than twelve (12) months prior to the renewal date. **Applicants are responsible for maintaining their own records and for verifying the accuracy of these records if requested to do so.** Copies of meeting agendas, certificates, registrations, etc. should be retained so they can be supplied if requested. Applicants are encouraged to document activities that they believe most clearly fit the criteria, up to a maximum of 125 points. While the AFS Professional Code of Ethics is operative in maintaining the integrity of documentation, the AFS may request verification to ensure process validity. Denial of certification renewal may be appealed to the Board of Appeals. The applicant should prepare an appeal only if additional information or further clarification of previously stated facts is provided.

Individuals who held the CFP designation for at least twenty (20) years (need not be consecutive) and who are employed less than full time or are retired, may request **emeritus status** through which they can maintain their CFP status without the renewal requirement.

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**The American Fisheries Society**  
**APPLICATION FOR PROFESSIONAL CERTIFICATION**

For applicants who completed their B.S./B.A. (or equivalent) degree on or after July 1, 2002

All applications must be submitted electronically via email with the applicants name and "Certification Application" in the subject line to Gail Goldberg, [ggoldberg@fisheries.org](mailto:ggoldberg@fisheries.org)  
 Mail payment and signed copy of declaration page to:  
**AMERICAN FISHERIES SOCIETY-CERTIFICATION**  
 5410 Grosvenor Lane, Suite 110  
 Bethesda, Maryland 20814-2199  
 If you have any questions, please contact (301) 897-8616X201 or [ggoldberg@fisheries.org](mailto:ggoldberg@fisheries.org).  
 Thank you for participating in the AFS Professional Certification Program!

<b>Name:</b>	
<b>Title:</b>	
<b>Mailing Address:</b>	
<b>Phone:</b>	<b>Fax:</b>
<b>Email:</b>	
<b>Name, as it should appear in your certificate:</b>	

- APPLICATION FOR:** \_\_\_\_\_ **Certified Fisheries Professional (FP-C)**  
*(First time applicants for Certified Fisheries Professional designation)*
- \_\_\_\_\_ **Certified Fisheries Professional (FP-C ESTABLISHED)**  
*(First time applicants for Certified Fisheries Professional designation, applying as established fisheries professionals)*
- \_\_\_\_\_ **Certified Fisheries Professional, Renewing (FP-C-RENEW)**  
*(Previously certified Fisheries Professional applicants, renewing professional certification)*
- \_\_\_\_\_ **Certified Fisheries Professional (FP-A to FP-C)**  
*(Previously certified Associate Fisheries Professionals upgrading to Certified Fisheries Professional designation)*
- \_\_\_\_\_ **Associate Fisheries Professional (FP-A)**  
*(First time applicants for Associate Fisheries Professional designation)*
- \_\_\_\_\_ **Will accept certification as either Certified Fisheries Professional or Associate Fisheries Professional, as granted by the Board after review. (First time applicants uncertain as to category because of professional and qualifying experience) (EITHER)**

**FP-C** – Email an Application for Certification (all sections), a completed Professional Development Form and attach scanned official academic transcripts.  
 Mail the Application fee in U.S. funds. Fee is \$100 for AFS members and \$200 for nonmembers.

**FP-C ESTABLISHED** – Email an Application for Certification (omit section II), a completed Professional Development Form and attach scanned documentation of the highest degree you have earned.  
 Mail the Application fee in U.S. funds. Fee is \$100 for AFS members and \$200 for nonmembers.

**FP-C RENEW** – Email this page, and a completed Professional Development Form.  
 Mail the Application fee in U.S. funds. Fee is \$50 for AFS members and \$100 for nonmembers. If an applicant does not renew by December 31<sup>st</sup> of the year their certification expires, there is a penalty of \$10 per year since the certification lapsed.

**FP-A to FP-C** – Email an Application for Certification (omit section II), and a completed Professional Development Form. Please document any degree obtained after original FP-A Application.  
 Mail the Application fee in U.S. funds. Fee is \$50 for AFS members and \$100 for nonmembers.

**FP-A** – Email an Application for Certification (omit sections III and IV), and attach scanned official academic transcripts. Professional Development Form is not required.  
 Mail the Application Fee in U.S. funds. Fee is \$50 for AFS members and \$100 for nonmembers.

**EITHER** – Email an Application for Certification (all sections), a completed Professional Development Form and attach SCAN of official academic transcripts.  
 Mail the Application fee in U. S. funds. Fee is \$100 for AFS members and \$200 for nonmembers.

# APPLICATION FOR PROFESSIONAL CERTIFICATION

## Section I: EDUCATION

Institutions	Dates Attended	Degree*	Date Degree Awarded	Majors	Minors

Title of Master's Thesis:

Title of Doctoral Dissertation:

\*If degree not obtained, indicate number of hours toward degree. \_\_\_\_\_

## APPLICATION FOR PROFESSIONAL CERTIFICATION

### Section II: MINIMUM COURSEWORK REQUIREMENTS

This form is valid for individuals who obtained their B.A. /B.S (or equivalent) on or after July 1, 2002. Please include only the minimum number of hours needed for each area. Read the Program Description and FAQ for descriptions of required coursework, available at [www.fisheries.org](http://www.fisheries.org). Course grades must be 'C-' or better to be acceptable, no pass/fail courses. Attach a scan of **official transcripts (must include legend)**. If coursework is deficient in any area, request the Guidelines for Satisfying Coursework Deficiencies from AFS headquarters. Individuals applying as 'FP-C Established' do not complete this section.

Subject Area	School	Course Number	Course Title	Semester Hrs <sup>1</sup>
<b>A. Fisheries and Aquatic Sciences.</b> Four (4) courses, Two of which must be directly related to fisheries sciences and at least one must cover principles of fisheries science and management.				
<b>B. Other Biological Sciences courses,</b> which when added to the above courses must total 30 semester hours.				
<b>TOTAL of A + B</b>				
<b>C. Physical Sciences courses.</b> Must total 15 semester hours.				
<b>TOTAL of C</b>				
<b>D. Mathematics and Statistics courses,</b> which must include one calculus and one statistic or two statistics courses. Must total 6 semester hours.				
<b>TOTAL of D</b>				
<b>E. Communications courses.</b> Must total 9 semester hours.				
<b>Total of E</b>				
<b>F. Human Dimensions courses.</b> Must total 6 semester hours				
<b>Total of F</b>				

<sup>1</sup>Semester hours = quarter hours x 2/3

# APPLICATION FOR PROFESSIONAL CERTIFICATION

## Section III: QUALIFYING FULL-TIME EXPERIENCE (In chronological order, current employment first)

Employer \_\_\_\_\_

Address \_\_\_\_\_

Period in this position: From: \_\_\_\_\_ To: \_\_\_\_\_  
(Day, Month, Year) (Day, Month, Year)

Position title: \_\_\_\_\_

### Description of specific duties and responsibilities as a fisheries professional

*(Specifically list how the job met the criteria for qualifying experience as described in the Program Description, available at [www.fisheries.org/afs/certification.html](http://www.fisheries.org/afs/certification.html)):*

# APPLICATION FOR PROFESSIONAL CERTIFICATION

## Section III: QUALIFYING FULL-TIME EXPERIENCE (In chronological order, current employment first)

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Address \_\_\_\_\_

Period in this position: From: \_\_\_\_\_ To: \_\_\_\_\_  
(Day, Month, Year) (Day, Month, Year)

Position title: \_\_\_\_\_

Description of specific duties and responsibilities as a fisheries professional

# APPLICATION FOR PROFESSIONAL CERTIFICATION

## Section IV: QUALIFYING, EXPERIENCE RELATED, PROFESSIONAL COMMUNICATIONS

**Publications:** Give complete citations -- author(s), year, title of paper, publication volume and number and pages. Cite no more than five of your most recent or significant publications.

**Administrative reports:** Give complete citations -- author(s), year, title, pages. Cite no more than five of your most recent or significant reports.

**Oral reports or presentations:** Give year and title, and identify the audience. Cite no more than five of your most recent or significant presentations.

# APPLICATION FOR PROFESSIONAL CERTIFICATION

## Section V: PROFESSIONAL INTERESTS AND GOALS

Affiliations in AFS (i.e., Division, Chapter, Section, Committee):

Affiliations in other professional, scientific, or honorary societies:

Services to AFS and other professional or scientific societies:

What are your goals as a fisheries professional?

## Section VI: FISHERIES PROFESSIONAL CODE OF PRACTICES

**DECLARATION:** As a fisheries professional, I will strive to conform to the American Fisheries Society Standards of Professional Conduct and support and promote the North American Fisheries Policy. I further attest that the information provided in this application, together with all attached documents is true to the best of my knowledge. If any part of the information provided herein is false, I understand that my certification will be revoked.

**Date Submitted:** \_\_\_\_\_

**Applicants Name:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

MAIL Application fee AND this page to:  
**AMERICAN FISHERIES SOCIETY-CERTIFICATION**  
**5410 Grosvenor Lane, Suite 110**  
**Bethesda, Maryland 20814-2199**

# PROFESSIONAL DEVELOPMENT ACTIVITY FORM

The Professional Development Activity Form reflects professional development quality points (PDQPs) as listed on the following pages.

PDQPs: \_\_\_\_\_ **Beginning Documentation Date**

\_\_\_\_\_ **Ending Documentation Date**

\_\_\_\_\_ **Category I & II**

\_\_\_\_\_ **Category III**

\_\_\_\_\_ **Category IV**

\_\_\_\_\_ **Category V**

\_\_\_\_\_ **TOTAL**

**FP-C** – Professional Development Activity Form indicates a summary of Professional Development Quality Points for the previous 2 years. A total of 30 PDQPs over the previous 2 years are required. A minimum of 10 of these points, and a maximum of 20, must fall under categories I & II; a minimum of 10 of these points, and a maximum of 20 points, must fall under categories III, IV, and V.

**FP-C ESTABLISHED** – Professional Development Activity Form indicates a summary of Professional Development Quality Points. Applicants may choose to document points over a previous 2 year or 5 year time frame. For the 5 year time frame, a total of 100 PDQPs are required; a minimum of 35 of these points, and a maximum of 60, must fall under categories I & II; a maximum of 35 points may fall under each of the remaining categories (III, IV, and V). For the 2 year time frame 40 PDQPs are required; a minimum of 14 of these points, and a maximum of 24 must fall under categories I and II; a minimum of 16 points must fall under categories III IV and V, and a maximum of 26 points may fall under two categories of the 'III, IV, and V' group.

**FP-C RENEW** – Professional Development Activity Form indicates a summary of Professional Development Quality Points for the previous 5 years. A total of 100 points over the previous 5 years are required. A minimum of 35 of these points, and a maximum of 60, must fall under categories I & II. A maximum of 35 points may fall under each of the remaining categories (III, IV, and V).

**FP-A to FP-C** – Professional Development Activity Form indicates a summary of Professional Development Quality Points for the previous 2 years. A total of 30 PDQPs over the previous 2 years are required. A minimum of 10 of these points, and a maximum of 20, must fall under categories I & II; a minimum of 10 of these points, and a maximum of 20 points, must fall under categories III, IV, and V.

**FP-A** – First time FP-A applicants do not complete this form.

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## PROFESSIONAL DEVELOPMENT ACTIVITY FORM

**DECLARATION:** Having completed the Professional Development Activity Form, I hereby apply for professional status as a Certified Fisheries Professional. I attest that to the best of my knowledge the information contained in this application and any attached material is complete and true. If any part of the information provided herein is false, I understand that my certification will be revoked. As a fisheries professional, I will strive to conform to the American Fisheries Society Standards of Professional Conduct, and support and promote the North American Fisheries Policy.

**Date Submitted:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

*(Name typed here shall serve as signature. Not valid unless signed. If not signed, please explain in an attached letter.)*



# The American Fisheries Society APPLICATION FOR PROFESSIONAL CERTIFICATION

For applicants who completed their B.S. /B.A. (or equivalent) degree prior to July 1, 2002

All applications must be submitted electronically via email with the applicants name and "Certification Application" in the subject line to: Gail Goldberg, [ggoldberg@fisheries.org](mailto:ggoldberg@fisheries.org).  
 Mail payment and signed copy of declaration page to:  
**AMERICAN FISHERIES SOCIETY-CERTIFICATION**  
 5410 Grosvenor Lane, Suite 110  
 Bethesda, Maryland 20814-2199  
 If you have any questions, please contact (301) 897-8616X201 or [ggoldberg@fisheries.org](mailto:ggoldberg@fisheries.org).  
 Thank you for participating in the AFS Professional Certification Program!

<b>Name:</b>	
<b>Title:</b>	
<b>Mailing Address:</b>	
<b>Phone:</b>	<b>Fax:</b>
<b>Email:</b>	
<b>Name, as it should appear in your certificate:</b>	

- APPLICATION FOR: \_\_\_\_\_ **Certified Fisheries Professional (FP-C)**  
*(First time applicants for Certified Fisheries Professional designation)*
- \_\_\_\_\_ **Certified Fisheries Professional (FP-C ESTABLISHED)**  
*(First time applicants for Certified Fisheries Professional designation, applying as established fisheries professionals)*
- \_\_\_\_\_ **Certified Fisheries Professional, Renewing (FP-C-RENEW)**  
*(Previously certified Fisheries Professional applicants, renewing professional certification)*
- \_\_\_\_\_ **Certified Fisheries Professional (FP-A to FP-C)**  
*(Previously certified Associate Fisheries Professionals upgrading to Certified Fisheries Professional designation)*
- \_\_\_\_\_ **Associate Fisheries Professional (FP-A)**  
*(First time applicants for Associate Fisheries Professional designation)*
- \_\_\_\_\_ **Will accept certification as either Certified Fisheries Professional or Associate Fisheries Professional, as granted by the Board after review. (First time applicants uncertain as to category because of professional and qualifying experience) (EITHER)**

**FP-C** – Email an Application for Certification (all sections), a completed Professional Development Form and attach scanned official academic transcripts.  
 Mail the Application fee in U.S. funds. Fee is \$100 for AFS members and \$200 for nonmembers.

**FP-C ESTABLISHED** – Email an Application for Certification (omit section II), a completed Professional Development Form and attach documentation of the highest degree you have earned.  
 Mail the Application fee in U.S. funds. Fee is \$100 for AFS members and \$200 for nonmembers.

**FP-C RENEW** – Email this page, and a completed Professional Development Form.  
 Mail the Application fee in U.S. funds. Fee is \$50 for AFS members and \$100 for nonmembers. If an applicant does not renew by December 31<sup>st</sup> of the year their certification expires, there is a penalty of \$10 per year since the certification lapsed.

**FP-A to FP-C** – Email an Application for Certification (omit section II), and a completed Professional Development Form. Mail the Application fee in U.S. funds. Fee is \$50 for AFS members and \$100 for nonmembers. Please document any degree obtained after original FP-A Application.

**FP-A** – Email an Application for Certification (omit sections III and IV), and attach scanned official academic transcripts. Professional Development Form is not required.  
 Mail the Application Fee in U.S. funds. Fee is \$50 for AFS members and \$100 for nonmembers.

**EITHER** – Email an Application for Certification (all sections), a completed Professional Development Form, and attach SCAN of official academic transcripts.  
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# APPLICATION FOR PROFESSIONAL CERTIFICATION

## Section I: EDUCATION

Institutions	Dates Attended	Degree*	Date Degree Awarded	Majors	Minors

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Subject Area	School	Course Number	Course Title	Semester Hrs <sup>1</sup>
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<b>B. Other Biological Sciences courses,</b> which when added to the above courses must total 30 semester hours.				
<b>TOTAL of A + B</b>				
<b>C. Physical Sciences courses.</b> Must total 15 semester hours.				
<b>TOTAL of C</b>				
<b>D. Mathematics and Statistics courses,</b> which must include college algebra or calculus and one course in statistics. Must total 6 semester hours.				
<b>TOTAL of D</b>				
<b>E. Communications courses.</b> Must total 6 semester hours.				
<b>TOTAL of E</b>				

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# APPLICATION FOR PROFESSIONAL CERTIFICATION

## Section III: QUALIFYING FULL-TIME EXPERIENCE

(In chronological order, current employment first)

Employer \_\_\_\_\_

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Period in this position: From: \_\_\_\_\_ To: \_\_\_\_\_  
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*(Specifically list how the job met the criteria for qualifying experience as described in the Program Description, available at [www.fisheries.org/afs/certification.html](http://www.fisheries.org/afs/certification.html)):*

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**Administrative reports:** Give complete citations -- author(s), year, title, pages. Cite no more than five of your most recent or significant reports.

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**Date Submitted:** \_\_\_\_\_

**Applicants Name:** \_\_\_\_\_

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PDQPs: \_\_\_\_\_ **Beginning Documentation Date**  
\_\_\_\_\_ **Ending Documentation Date**  
\_\_\_\_\_ **Category I & II**  
\_\_\_\_\_ **Category III**  
\_\_\_\_\_ **Category IV**  
\_\_\_\_\_ **Category V**  
\_\_\_\_\_ **TOTAL**

**FP-C** – Professional Development Activity Form indicates a summary of Professional Development Quality Points for the previous 2 years. A total of 30 PDQPs over the previous 2 years are required. A minimum of 10 of these points, and a maximum of 20, must fall under categories I & II; a minimum of 10 of these points, and a maximum of 20 points, must fall under categories III, IV, and V.

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**FP-A** – First time FP-A applicants do not complete this form.

**EITHER** – Professional Development Activity Form indicates a summary of Professional Development Quality Points for the previous 2 years. A total of 30 PDQPs over the previous 2 years are required. A minimum of 10 of these points, and a maximum of 20, must fall under categories I & II; a minimum of 10 of these points, and a maximum of 20 points, must fall under categories III, IV, and V.

**AMERICAN FISHERIES SOCIETY**  
[www.fisheries.org](http://www.fisheries.org)











# PROFESSIONAL DEVELOPMENT ACTIVITY FORM

**DECLARATION:** Having completed the Professional Development Activity Form, I hereby apply for professional status as a Certified Fisheries Professional. I attest that to the best of my knowledge the information contained in this application and any attached material is complete and true. If any part of the information provided herein is false, I understand that my certification will be revoked. As a fisheries professional, I will strive to conform to the American Fisheries Society Standards of Professional Conduct and support and promote the North American Fisheries Policy.

**Date Submitted:** \_\_\_\_\_

**Applicants Name:** \_\_\_\_\_

*(Name typed here shall serve as signature. Not valid unless signed. If not signed, please explain in an attached letter.)*

**Applicant Signature:** \_\_\_\_\_



If you have questions or comments about the AFS Professional Certification Program, please contact Gail Goldberg at [ggoldberg@fisheries.org](mailto:ggoldberg@fisheries.org) or at 301-897-8616 x 201.

## GUIDELINES FOR SATISFYING COURSEWORK DEFICIENCIES

**Instructions:** Only two course deficiencies can be satisfied in this manner and only one in each area (A-Fisheries/Aquatics; B-Other Biological Sciences; C-Physical Sciences; D-Quantitative; E-Communications; and F-Human Dimensions). To satisfy a single course deficiency, three (3) out of items (I-IV) must be checked.

Name: \_\_\_\_\_

Course  
Deficiency: \_\_\_\_\_

I. Letter from supervisor that directly alludes to specific deficiency and comments on the proficiency of the applicant in that area (i.e., statistics, communications, fisheries, etc.).

II. Add two years to the existing experience requirement (Ph.D. - 2 years; M.S. - 4 years; B.S. - 5 years) for each course deficiency.

III. Applicant must list the following to satisfy a deficiency in the stated coursework area (papers must be submitted with the application). Applicant must be the senior author of at least one manuscript.

### A. Fisheries/Aquatic Sciences

A1. Author of two (2) published (paper, book, report) manuscripts dealing with fish (ecology, management, ichthyology, toxicology, behavior, physiology, etc.). At least one manuscript must be in a refereed journal.

### B. Other Biological Sciences

B1. Published two (2) manuscripts that involve biology (wildlife management, ornithology, mammalogy, herpetology, botany, and general ecology). At least one manuscript must be in a refereed journal.

### C. Physical Sciences

C1. Published two (2) manuscripts that involve physical sciences (water quality, flow, substrate, etc.). At least one manuscript must be in a refereed journal.

### D. Quantitative (Mathematics/Statistics)

D1. Published two (2) manuscripts that have made statistical inference. At least one manuscript must be in a refereed journal.

E. Communications

E1. Published two (2) manuscripts, one in a refereed journal and;

E2. Presented two (2) presentations; at least one must be a technical presentation at a scientific meeting.

F. Human Dimensions

Published two (2) manuscripts that must be focused towards socio-economic topics of natural resource science and management, preferably those issues and aspects that directly pertain to fisheries management

IV. Letter to the Board of Professional Certification from a colleague (of the applicant) who is a Certified Fisheries Professional and is not the applicant's supervisor that directly addresses the specific coursework deficiency and how that deficiency has been satisfied.

## Standard of Professional Conduct

### Preamble:

A member of the American Fisheries Society (AFS) has an obligation to perform his/her duties in an ethical manner. First and foremost, on joining the AFS, a member accepts the responsibility to serve and manage aquatic resources for the benefit of those resources and of the public, based on the best scientific data, as specified by the Society's "North American Fisheries Policy" (see Fisheries 21[3]:26-29). He/she acts ethically in his/her relationships with the general public and with his/her employers, employees, and associates, and he/she follows the tenets of the Society's Equal Opportunity Policy (see 1998-1999 AFS Membership Directory and Handbook, page 3). He/she strives to preserve and enhance the fisheries profession. All members must adhere to the "Standard of Professional Conduct" as herein established.

### Section I. Integrity of the Profession

#### Each member of the AFS shall:

- Avoid actual or apparent dishonesty, misrepresentation, and unprofessional demeanor by using proper scientific methodology, by adhering to the Society's "Guidelines for Use of Fishes in Field Research" (see Fisheries 13[2]:17-21) by fully documenting technical conclusions and interpretations, and by encouraging these practices by others;
- Not speak for, represent, or imply in any way that he/she represents the Society without the express approval of the president or Governing Board. No member of any Chapter, Division, or Section may speak with authority for that group without specific authorization;
- Give appropriate credit for professional work done by others;
- Make the fisheries profession more effective by exchanging information and experiences with colleagues, students and the public via formal publications, reports, and lectures; informal consultations; and constructive interactions with professional societies, journalists, and government bodies;
- Approve only those plans, reports, and other documents he/she has helped prepare or has supervised;
- Make professional recommendations and decisions to benefit fishery resources and the public, base them on the best available scientific data and judgments, and give a clear and balanced exposition of the consequences of following and of not following such recommendations and decisions;
- Restrict, to the extent feasible, criticisms of technical results and conclusions of other researchers to professional forums such as meetings and technical journals;
- Treat employees justly and fairly with respect to recruitment, supervision, job development, recognition, and compensation.

### Section II. Relations with Clients, Employers, and the Public

#### Each member of the AFS shall:

- Serve each client or employer professionally without prejudice or conflict of interest; unless the member's professional convictions conflict with the policies of the employer, in which case the member will provide the employer with full supporting evidence and sufficient time for study and action;
- Maintain confidential relationships with employers and clients unless authorized by the employer or required by law or due process to disclose information or results produced while employed by that client;
- Advertise his/her professional qualifications truthfully, without exaggeration and without denigration of others;
- Express opinions on an aquatic resources subject only if qualified to do so by training, experience, or study;
- Clearly separate professional opinion from accepted knowledge or fact in all communications;
- Advise against any action or decision by an employer, client or colleague that violates any law or regulation. If a member finds employment obligations conflict with professional or ethical standards, the member should advise the employer of the conflict. If such a conflict is not resolved in a timely manner, or

if the action appears to materially affect the public health, safety, or welfare, then the member shall advise AFS of the objectionable condition or practice and supply substantial evidence of the problem. The member should reject attempts by employers and others to coerce or manipulate professional judgment and advice. The member should exercise professional judgment without regard to personal gain, and refuse compensation or other rewards that might be construed as an attempt to influence judgment:

- Not distort or withhold information solely to substantiate a personal point of view;
- Give expert testimony to a court, commission, or other tribunals only when based on adequate knowledge and honest conviction and give balanced judgments about the consequences of alternative actions;
- Expose scientific or managerial misconduct, including misrepresentation to the public of aquatic science/professional information, by informing the president of the AFS. The president shall refer this material to "The Ethics and Professional Conduct Committee."
- Version Adopted by the Governing Board August 1997

## Action Planning Worksheet

Objective: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Further Specification: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Indicators of Achievement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Key Events	Responsibility	Initiation Date	Target Date	Completion Date	Proposed Budget	Comments

**Resources**

**People**

**Equipment**

**Materials/Supplies**

**Other**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**AFS COMMITTEE/SUBUNIT PLANNING SHEET**  
**\_\_\_\_\_ YEAR**

**DATE:**

\_\_\_\_\_

**COMMITTEE/SUBUNIT:** \_\_\_\_\_

**STANDING COMMITTEE?** (    ) YES      (    ) NO

**CHAIR/SUBUNIT PRESIDENT:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**YEAR/YEAR BUDGET APPROVED:** \_\_\_\_\_

**YEAR/YEAR BUDGET REQUESTED:** \_\_\_\_\_

**COMMITTEE/SUBUNIT MISSION:**

**PAST PROJECTS:**

**ONGOING AND FUTURE WORK PLANNED:**

Note: Label each item as: ONGOING-each year (ONG); PLANNED- Long Rang Plane (LRP); and SUGGESTED (SUG)

**RECURRING SCHEDULED ACTIVITIES EACH YEAR:**

Note: Identify significant activities, what months they occur and who (chair, chair-elect, president, or AFS staff) is responsible.

**ACTIVITY**

**DATES**

**RESPONSIBILITY**

## ASSESSING COMMITTEE FUNCTIONS

WHAT TASK NEEDS TO BE DONE?	WHAT COMMITTEE IS IT ASSIGNED TO?	IS IT THE APPROPRIATE COMMITTEE?	WHAT COMMITTEE SHOULD DO IT?
(financial management, public relations, budgets)			

# COMMITTEE EVALUATION

## OBJECTIVE:

<i>STEPS TO COMPLETE</i>	<i>COMP</i>	<i>INCOMP</i>	<i>DISCONT</i>	<i>COMMENTS</i>
1.				
2.				
3.				

## MY TASKS:

<i>STEPS TO COMPLETE</i>	<i>COMP</i>	<i>INCOMP</i>	<i>DISCONT</i>	<i>COMMENTS</i>
1.				
2.				
3.				

## OBJECTIVE:

<i>STEPS TO COMPLETE</i>	<i>COMP</i>	<i>INCOMP</i>	<i>DISCONT</i>	<i>COMMENTS</i>
1.				
2.				
3.				

## MY TASKS:

<i>STEPS TO COMPLETE</i>	<i>COMP</i>	<i>INCOMP</i>	<i>DISCONT</i>	<i>COMMENTS</i>
1.				
2.				
3.				

**LEGEND:** *COMP* = Complete; *INCOMP* = Incomplete; *DISCONT* = Discontinued

## **INTRODUCTION**

Committees are the backbone of strong volunteer organizations. The effective use of volunteers in partnership with staff brings about needed programs. When committees understand their role, have a clearly defined direction, an enabling staff, and organized and experienced leadership, there are no limits to their effectiveness.

There are eight steps in accomplishing a successful subunit committee structure. The eight steps are:

1. Analyzing the Subunit's Needs
2. Writing Committee Guidelines
3. Committee Member Assignments
4. Recruiting the Right People
5. Planning/Accountability
6. Monitoring Accomplishments
7. Evaluations
8. Recognition

We've provided short narratives describing each step in the following section. There are many forms included to assist your subunit in beginning the process of developing strong committees.

Committees are only as good as the people and plans that guide them. This section of how to build an effective committee is designed to help you as a leader of your subunit to develop effective committees.

## **STEP 1**

### **ANALYZE THE SUBUNIT'S NEEDS**

1. Begin by listing the various tasks required to carry out the functions of the subunit.
2. List the committees with their assigned jobs and functions for these tasks. The purpose for doing this is to identify who does what (see attached form (Assessing Committee Functions)).
3. Be clear in direction to committees on the scope of their task.
4. Involve volunteers in identifying their own committee function (gives a greater sense of ownership and commitment).

## STEP II

### WRITING COMMITTEE GUIDELINES

1. To ensure clarity, all committees should have guidelines. Guidelines can be used to help people understand the work of the committee before signing on as a participant. They can also be used in orientation and training sessions to assist volunteers in understanding their task.
2. Guidelines should include the name of the committee, a general statement of its function, a list of tasks the committee performs and approximate time of year when those tasks are completed. You might also include: who the committee reports to; approximate size of the committee; the staff with whom the committee can expect to work with and the expected time commitment.
3. Effective means to creating the committee guidelines or revising old ones is to involve the committee in the process.
4. Periodic review of committee assignments is a way to ensure understanding and agreement about the job to be done.
5. A Committee Guidelines Worksheet (attached) is designed so that committee members and staff can work jointly to determine their task. It provides the basic outline of the committees work (see completed sample worksheet).
6. In addition to committee guidelines it is useful to have job descriptions for the chairperson and committee members. It is designed to give specific information about qualifications of committee members, the number of meetings per year, training available, and performance expectations for the chairperson and members. **Keep it short and to the point!** (see sample job description)

**COMMITTEE GUIDELINES  
WORKSHEET**

Committee Name: \_\_\_\_\_

Committee Function: \_\_\_\_\_

TASKS		DATES	
1:		1:	
2:		2:	
3:		3:	
4:		4:	
5:		5:	
6:		6:	

Committee reports policy and procedural recommendations to:

Recommended committee size:

Assigned staff:

Time Commitment:

Other Information:

**SAMPLE COMPLETED COMMITTEE GUIDELINES WORKSHEET  
PUBLIC RELATIONS COMMITTEE**

Committee Name: Public Relations

Committee Function:

1. Review all publicity material
2. Assist in media contacts as needed
3. Develop new public relations campaigns to support programs
4. Evaluate public relations
5. Develop public relations guidelines

	TASKS		DATES
1:	Review all publications designed for the public for consistency and appropriateness	1:	As needed
2:	Assist staff in publicizing society/subunit events	2:	On a monthly basis
3:	Review annually public relations calendar with staff	3:	December
4:	Arrange for specialized publicity/news stories as needed	4:	N/A
5:	Arrange a process for committee members to assist other functional areas and/or committees of the society in their development of publicity	5:	N/A
6:	Develop yearly committee work plans in line with society goals	6:	January

Committee reports policy and procedural recommendations to:  
The Board of Directors

Recommended committee size: five to seven

Assigned staff: Director of Development

Time Commitment: 3 hours each month

**PUBLIC RELATIONS COMMITTEE  
COMMITTEE MEMBERS/CHAIRPERSON  
JOB DESCRIPTIONS**

Qualifications:

1. Committee members should have experience and/or high degree of personal interest in public relations.
2. Members should have a working knowledge of the mission, programs, volunteers, and staff of the organization.
3. Members should have a willingness to participate in publicity and public relations functions or work on behalf of the society.
4. Members must be willing to attend 6 to 8 committee meetings per year.
5. Chairperson should have one year previous experience on the committee and/or excellent working knowledge of media and/or the society and an interest in developing public relations skills.
6. Chairperson must be willing to meet with assigned staff to plan committee meeting on a regular basis.
7. Members of the committee must attend orientation and training sessions once per year.

Number of meetings per year: 6 to 8

Time commitment: 1 to 4 hours per month; approximately 25 hours per year

**STEP III**  
**COMMITTEE MEMBER ASSIGNMENTS:**  
**Is the Right Person on the Right Committee?**

1. It is not enough to know the jobs the various committees should be doing! You must also know who the people are that serve on those committees and what special talents and skills they bring to the subunit.
2. Do a current member assessment to see if skills/interests match the tasks to be accomplished by the committee. This will provide the data to see if individuals are appropriately placed on committees.
3. Use the Skill/Interest Assessment form (attached) to help you assess committee assignments. List committee needs and determine which members have those skills/interests.
4. The form can be completed by the EXCOM as you prepare committee assignments. It can also be done by the chairperson of the committee and staff.

**STEP IV**  
**RECRUITING THE RIGHT PEOPLE**

**PART I**

1. The most effective committees are those in which the function of the committee and its tasks are matched to the skills and interests of the members. Imagine a public relations committee without members experienced in writing press releases or producing public service announcements.
2. Develop a method in seeking the best committee members by developing a method of matching function to skill. Once completed, it clarifies which committees current volunteers might best serve.
3. Try using the "Who Should be Doing the Job" form (attached) to identify potential committee members. The function of the committee and its tasks are listed. Then the skills necessary to complete those tasks. By seeing functions and skills side by side,

it is easier to identify potential committee members.

4. The form can be used as a self-assessment. It is a means to identify lack of skills. For example, a public relations committee with individuals lacking press release writing skills could quickly see the deficiency. The form allows you some choices: 1) recruit a new member with those skills; 2) bring someone to the committee to train everyone; 3) have someone currently on the committee trained.

## **NOMINATIONS, SELECTION, APPOINTMENT**

### **PART II**

1. Methods of getting people to serve on committees are as varied as committees themselves.
2. Nominations: sometimes nominees are asked to apply for a committee, while other nominees are not contacted in advance about their committee choice. The most effective nomination process for volunteer committees is to give the potential candidate a choice.

Prepare a post card sized preference checklist to distribute to potential candidates. The card with an accompanying sheet describing, briefly, the functions of each committee is often sufficient to assist people making committee choices.

3. Selection: The most common method of recruiting committee members is their nomination by staff. This is limiting and dangerous. The best recruiters of volunteers are other volunteers. They understand the workings and demands of the committee.

Send a letter to potential committee members which would include guidelines, a job description sheet, and information about the society. Make a follow up telephone call to determine the person's interest. Studies show that the most effective recruiting technique is a volunteer asking someone to serve!

4. Appointment: an individual's appointment or election to a committee should be made official. This might include a formal letter of appointment or a telephone call from the chairperson. New committee members should receive guidelines and a job description.

**SAMPLE  
COMMITTEE DESCRIPTION**

**AMERICAN FISHERIES SOCIETY**

The following are standing and special committees of our organization with a brief description.

**PUBLICITY:**

Review publicity and public relations material, contact news media for coverage of events, develop public relations campaigns, assist other committees, and evaluate public relations.

**NOMINATING:**

Prepares a slate of candidates for the Society offices of Second Vice-President, First Vice-President, and President-Elect.

**TIME AND PLACE:**

Generates competitive proposals for the site of the AFS meeting four years hence from which the Executive Committee shall choose one site.

**CONTINUING EDUCATION:**

Assesses the continuing educational and training needs of the fisheries profession and works in close coordination with the Society's Chapters, Sections and Divisions to develop a comprehensive continuing education program.

**RESOLUTIONS:**

The committee drafts resolutions, screens and edits resolutions submitted to it by officers, members, or subunits, and presents its slate of resolutions for vote at the Society's Annual Meeting. The two types of resolutions include internal resolutions, which relate entirely to AFS matters, and external resolutions, which relate to broad national or international issues outside of AFS.

**BOARD OF PROFESSIONAL CERTIFICATION:**

Certifies individuals as Certified Fisheries Scientists or Associate Fisheries Scientists under guidelines established by the Society; counsels those seeking certification on how to prepare for it.

More detailed information can be provided by calling 301/897-8616.

## STEP V

### PLANNING/ACCOUNTABILITY

1. A goal must be achievable, measurable, observable, flexible, and demanding.
2. Committee objectives and work plan should be tied to the established goals and objectives of the society.
3. Planning has three purposes:
  - a. It involves the volunteers in designing their own activities and develops a sense of ownership.
  - b. It provides a record of work; and
  - c. It provides a system of accountability.

#### Part I -- Setting Objectives

1. Objectives should have five characteristics:
  - a. measurability
  - b. achievability
  - c. flexibility
  - d. demanding
  - e. observable
2. Committee needs to understand the fundamentals of writing objectives before producing work plans.
  - i.e. Organizational goal: increase participation at training sessions by 15% by (date)  
  
Objective might be: increase budget for training expenses (transportation, materials, etc.) by 10% by (date)

## Part II -- Committee Work Plans

1. Translating good intentions into deeds is a challenge for most committees. Lack of productivity on the part of a committee can occur because people don't know how to begin.
2. Once the committee has clear goals from the EXCOM and has drafted objectives for each goal, work plans can be written.
3. The most common mistake a committee makes, when writing a work plan, is listing the details of how a project should be carried out. It is the responsibility of the committee to see that a task is completed and services delivered. For example, the committee has the responsibility of seeing that a crab feast is held, listing how many crabs needed is not part of the work plan. The committee's task is to see that the event occurs and to **delegate** detail decisions to the person organizing the event.
2. List the objectives, establish, and identify tasks needed to accomplish the objectives.
  - a. Example objective: Organizational goal is to increase membership by 10% over a two year period.
    1. Determine current level of participation (by date).
    2. Evaluate current recruitment effort (by date).
    3. Draft recruiting plan for target area (by date).
    4. Implement recruiting plan (by date).
    5. Evaluate quantity and quality of recruiting effort (by date).
3. Individual steps in the work plan should be assigned to a member of the committee. This doesn't mean the committee member does the work alone. It indicates the individual responsible for seeing that the work is done.

## PART III - Individual Work Plans

1. The work plan should be broken into smaller tasks and members of the committee agree to the tasks assigned.
2. Volunteer and staff work plans need to relate to the committee's work plans.

**Example:**

Committee objective: To increase membership by a certain date

Work plan:           Gather current membership information and statistics by date.

Volunteer activity: Call AFS staff to get current membership (Individual)           figures

- 3. Using a system like this insures the chairperson a more equitable distribution of work assignments.
- 4. Members can select those tasks in which they are interested. By accepting responsibility for individual tasks, members have a sense of ownership over the outcomes. They are more apt to be motivated to complete the tasks if they understand the need for their specific assignment.

**OBJECTIVES**

must be

- 1. measurable           3. flexible
- 2. achievable           4. demanding
- 5. observable

Write one to three objectives you would like to achieve in the next year. Be sure they meet all of the above criteria.

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

# COMMITTEE WORK PLANS

COMMITTEE NAME: \_\_\_\_\_

**Goal:** \_\_\_\_\_

**Committee Objective:** \_\_\_\_\_

**Steps to accomplish this objective?**

**Assigned to:**

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

**Goal:** \_\_\_\_\_

**Committee Objective:** \_\_\_\_\_

**Steps to accomplish this objective?**

**Assigned to:**

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

**Goal:** \_\_\_\_\_

**Committee Objective:** \_\_\_\_\_

**Steps to accomplish this objective?**

**Assigned to:**

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

## INDIVIDUAL WORK PLANS

**Committee Work Plan:** \_\_\_\_\_

**My Assignment**

**Due Date**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Committee Work Plan:** \_\_\_\_\_

**My Assignment**

**Due Date**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Committee Work Plan:** \_\_\_\_\_

**My Assignment**

**Due Date**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **STEP VI**

### **MONITORING ACCOMPLISHMENTS**

1. A committee may not need formalized minutes, but a brief one page meeting summary can remind participants of work accomplished. It also helps absent committee members to stay informed.
2. Attach to the minutes or one page summary a list of items members volunteered to do. This becomes the record for the chairperson to monitor progress. It also is a reminder of the varied tasks accomplished by individual members.
3. Volunteers need to see the results of their efforts. It is recommended that the chairperson convey the importance of the work the committee does through monthly/bimonthly/quarterly reports. For example: a public relations committee would get a monthly report on all PR activities; a membership committee would receive up-to-date figures on membership.
4. The chairperson should prepare a report for the Mid-term and Annual EXCOM meetings.
5. To monitor work and give credit for accomplishments, the chairperson should review work plans and individual assignments at:
  - a. Each committee meeting; or
  - b. Each month by phone; or
  - c. By a written report.
6. All committees should have a starting point where work plans and individual activities are drafted, and an event to signify closure and accomplishment.
7. Remember: Volunteering is not just hard work, it should be fun!

### **SAMPLE HIGHLIGHTED MEETING SUMMARY**

Public Relations Committee  
May 18

1. Joe Salmon will contact the editor of the Herald to set up training on media relations for staff and volunteers.

2. Charles Pike and Dale Bluefin will conduct phone survey of local radio stations to see how they would use locally produced PSA.
3. Jack Flounder agreed to get publicity to the office by June 1 regarding the July 4 fund raising event in City Park.
4. Lee Chairperson will meet with Ray President and Paul Executive about getting committees to bring P.R. up-to-date sooner when planning events.
5. Next meeting is June 16

## COMMITTEE MONITORING PROCESS

### Checklist

		Yes	No	Comments
1.	Do people on my committee know what is expected of them?	_____	_____	_____
2.	Is a meeting summary sent to remind members of their commitments to work plans for activities?	_____	_____	_____
3.	Does the chairperson and/or staff have a conscious monitoring plan to keep the committee on task?	_____	_____	_____
4.	Are members expected to give reports regularly?	_____	_____	_____
5.	Is there a formal review of the committee's activities?	_____	_____	_____
6.	Are records kept from year to year and used to illustrate the progress a committee is making?	_____	_____	_____
7.	Are committee members publicly commended for their committee work?	_____	_____	_____

## STEP VII

### EVALUATIONS

The work of the committee of volunteers can be evaluated in two ways:

1. Accomplishments of the committee are measured against the original objectives and;
2. Committee members' performance is assessed.

Listed below are some techniques for evaluating committee objectives, work plans and activities:

1. Plan an evaluation meeting using a simple strategic plan.
2. At the evaluation meeting, have volunteers review each objective and work plan to determine if they have been completed.
3. The staff liaison should attend the evaluation meeting. Sometimes the staff liaison knows of activities by an individual volunteer that are unknown by the rest of the group. Communicating this information ensures that volunteers see their individual efforts as a part of the whole.
4. Help volunteers to understand that plans are only guidelines and not written in stone.

Here are some techniques for evaluating the work of the members assigned to the committee. THIS must be done with sensitivity.

1. At the same evaluation meeting, use techniques to help volunteers assess their own performance, i.e. self-diagnosis.
2. Have volunteers list those activities they agreed to complete. Have them indicate whether the task was complete or is still pending and to make comments. **This evaluation remains private.**
3. Give the opportunity for volunteers who might want to discuss incomplete or discontinued tasks with other committee members, soliciting their advice and/or assistance to complete the work.
4. Another technique for evaluation is a series of questions and discussion about individual assignments. This is an open evaluation process. It is most effective where the majority of members have worked together for a long period of time and there is well developed communication.

The purpose of these techniques is not to be harsh or judgmental. Committee volunteers work should be evaluated in such a manner that they determine their effectiveness to the organization. Volunteers appreciate being helped to analyze their work and make judgements about how to improve it. Loyalty to the Society is greater when volunteers have a sense of ownership over their own activities.

## EVALUATION QUESTIONS

1. What tasks have been completed to accomplish this objective?
2. What tasks have been abandoned? Why?
3. What tasks still need to be done? Why?
4. How could we plan better to complete tasks?
5. Do we need to organize the committee to complete the assignment on time?
6. Does someone need help with a specific assignment?
7. Have you recorded your efforts so someone can take over your job next year?
8. What would have helped you do your job more efficiently?

## STEP VIII

### RECOGNITION

Your final step is recognition. Volunteers who serve on committees should receive recognition for the work they do. Why do volunteers need recognition? Studies show that two of the strongest needs a volunteer has are the desire for status and positive reinforcement. By satisfying these needs with recognition, that volunteer will likely be more highly motivated to improve performance and self-esteem.

Recognition needs to be personal and specific. It doesn't have to be a plaque, trophy, formal letter or certificate -- it can be a simple, hand-written note or a firm handshake with a sincere "thank you".

Each person gives his or her time and effort to the Society for different reasons but all need the sense that they've undertaken a worthwhile project and accomplished something. Think of ways to give your volunteers what they need, and you'll find that working with volunteers really is worth the effort.

## SUCCESSFUL SILENT AUCTIONS (How To Do It)

Certain elements help guarantee a successful silent auction:

1. Commitment. Without commitment, nothing really substantial takes place.
2. Reason. There should be a recognizable reason for going to all that trouble. A real use for the money generated is reason enough.
3. Leader. A dedicated leader is essential. There must be a central person who makes sure everyone else does his/her job.
4. Willing Workers. One person can't do it all. The worker bees must be out there doing their parts.
5. Appropriate Auction Items. The right items, and the right number of items are essential.

### WHY HAVE A SILENT AUCTION?

Funding from members dues meets just the basic requirements for subunit programs. Subunits have found that they usually need to seek some additional funding to support their subunit activities if they are to grow and thrive.

### HOW TO SILENT AUCTIONS WORK?

Individuals, companies, businesses, etc. donate items, services (like fishing trips) or cash (with which items can be purchased) that will be put on display during the subunit's annual meeting. During stated time periods when the auction is "open for business," participants write their bids on bid sheets provided for each item. At the end of the auction, items go to the highest bidder.

### BASIC HOW TO DO IT STEPS:

Step 1: **Decide** to hold the auction.

Sounds simplistic, but it really isn't. Unless the entire subunit leadership agrees with the decision to hold an auction, the necessary commitment for success is not there.

If you have a small subunit, you may want to join forces with another subunit to share income and workload.

Step 2: Select **time, place, and forum**.

The appropriate forum provides a suitable audience. This audience is already committed to the subunit's objectives and growth. Some subunit annual meetings are small. In such cases, the auction could be staged at other organizational annual meetings, i.e. Wildlife Society Chapter, etc.

Whatever the forum, it is essential to have the commitment from the sponsoring organization to provide time, space and publicity.

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Step 3: **Plan ahead**.

Plan ahead, and get an early start. From the beginning, have a designated auction chairman, and it's a good idea to have someone other than the subunit president functioning in this role. It's also best if the

chairman volunteers rather than being appointed.

Leadership roles should be designated at this time. Needed are sub-chairmen for publicity; procurement; and on-site scheduling.

**Step 4: Procurement of auction items.**

- A. Have a committee brain-storming session on potential contributors. Take down all ideas, and distribute the list to everyone involved.

Don't limit your thinking to the obvious. Of course AFS members, fish suppliers, and wood craftsmen should be on your list, but what about banks? picture framers? sporting goods stores? antique shops? hardware stores? your employer? you? other individuals?

Take appropriate precautions to see that companies don't receive multiple solicitations.

- B. Consider assigning a number of items per province, state or county, and have area chairmen in charge of overseeing procurement. Alternately, consider contests whereby the area bringing the most items wins prizes.
- C. Contact potential contributors. Get commitments in writing when possible, with name, address, phone and description of each item. If cash is donated, be sure good records are kept, that the donor knows the correct way to make out the check, and that the donor gets a receipt.
- D. Designate one location for all items to be gathered, and make sure all workers know about this.
- E. How many items should you try to obtain? As many as possible, but consider the potential number of meeting attendees. Large meetings should have many, many items. (Would you shop in an empty store?)
- F. Try to vary the costs. Have high priced and low priced items. Have items that appeal to men, some for women, and some for children.

Contributors may ask for suggestions for items to donate. Here are some general categories that have proven to be successful:

- ◆ Handcrafted wood items (almost anything will sell if it is well made)
- ◆ Children's toys (particularly if unusual or hard to get)
- ◆ Handmade crafts
- ◆ Sporting goods
- ◆ Fishing or hunting trips
- ◆ Furniture (cedar chests, rocking chairs, etc.)
- ◆ Original or limited edition prints, water colors, or oils
- ◆ Unusual or "unique" items (i.e. puppy)
- ◆ Vacation weekends (Hotels, company lodges, etc.)
- ◆ Tools
- ◆ Fishing equipment
- ◆ Antiques

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**THE BOTTOM LINE:** Anything YOU would like enough to offer a serious bid on! Remember that attendees want either to get a good buy, or to find something unusual. They will often pay far more than an item is worth if it is something they can't easily find elsewhere.

The subunit president should write a letter to each subunit member telling them all about the auction. Attached to the letter is a "coupon" soliciting donations. The back of the coupon lists some of the items auctioned the prior year. This idea certainly cuts down on the need for individual solicitations, though they are still applicable, and it works.

- G. Items on consignment: Ordinarily, this is not your best bet. It's cleaner and the accounting is easier if items are donated outright and free of strings. However, if a sure-fire item (like a fine firearm) is offered, and it has the potential of bringing in the big bucks, it may be worthwhile to consider it.

#### Step 5: **Publicity**

Good publicity is essential -- before, during and after the auction.

- A. Pre-auction publicity should be geared to "fire folks up" about the auction. Let them know what they can expect. Mention some of the items which will be available for bid. Be sure to include when, where, and why.
- B. Auction time: Successes are largely due to the fact that auctions are made an important part of the subunit's annual meeting. Registration packets should include information about the auction. Meeting registrars should mention the auction to each person registering, and ask them to visit it. Announcements concerning the auction should be made periodically during the meeting. This creates a sense of excitement about the auction.
- C. Afterwards, be sure all donors are thanked privately and publicly. A personal letter should be followed by public acknowledgment via newsletters, etc.

#### Step 6: **Auction arrangements.**

This is an important step, and one that should be well thought out. In most cases, the room arrangements will be made by the sponsoring organizations, and the auction chairman should make the needs known well in advance.

- A. The auction space should be in a room with doors that can be locked or security should be arranged for.
- B. The room should be large enough to allow for ample circulation. Often a too-crowded room will deter bidding.
- C. Tables should be placed around the walls, with ample room for the items without crowding them too much. If space permits, place a few tables in the center of the room, allowing plenty of elbow room.
- D. The auction room should be near the center of the meeting action. This allows people to drop in between sessions, or before and after meals.

(Host a cocktail party inside the auction room just prior to closing of the auction. This works well and adds to the excitement.)

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#### Step 7: **Preparing items for bidding**

- A. Check all items to see that they are clean, whole, and working (if they have working parts). don't use items that are broken, cracked or obviously used (except in the case of antiques).
- B. Prepare bid sheets for each item. Number each bid sheet. Bid sheets should be clean, neat and professional looking. Each sheet should be supported in some way for writing purposes. One way to do this is to staple the sheet to cardboard backing. Have blank sheets on hand for last minute items.

The top of the bid sheet should list the item for bid in large, bold letters, with a short description, if appropriate, and the name of the donor. If donors ask not be named, simply write "Anonymous Donor." The remainder of the sheet would include a series of numbered lines:

## HANDCRAFTED WOODEN CRADLE

DONATED BY: JOHN COD

1. <u>John Fisherman</u>	<u>\$25.00</u>
2. <u>Karen Perch</u>	<u>\$30.00</u>

It's a good idea to have duplicates of each bid sheet on hand.

Most committees have found that names work better than numbers for bids. At the end of the auction, no additional work needs to be done to ascertain who won the item. This can also provide a friendly sense of competition that adds to the fun. However, some believe that it is better if people do not know who their competition is.

- C. For intangible items such as hunting trips or vacation packages, provide a picture, brochure, video, etc., and complete information on what is included in the deal. This should be laminated and reinforced so it will stand. (Again, cardboard can be used to create a picture frame stand.)

BE SURE TO PROVIDE PLENTY OF **PENS** AT EACH TABLE FOR BIDDERS TO USE! DO **NOT** USE PENCILS.

### Step 8: **Bidding Procedures**

- A. It is best to set rules on bidding procedures, and post these rules.
1. Establish a minimum bid jump. It is suggested that round dollars be used, or you might get into a situation where bids are upped by pennies.
  2. No bids less than previous bids. (This can happen!)
  3. Changed, or lined-out bids must be initialed by the bidder.
  4. No bids accepted after the end of the auction, period. No excuses and no exceptions.

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### Step 8: **Bidding Procedures** (continued)

5. The committee should decide ahead of time concerning minimum bids. These should be used sparingly, and only for high-priced items.
- C. If the committee has received cash donations and used the cash to purchase items, it is best to have someone from the committee begin the bidding at the cost of the item. If no one overbids, the item can be returned for cash, and the committee won't lose anything.
- D. Sometimes unusual items will go for a long time without any bids. This is usually because people just don't know where to start the bidding. In this case, the auction committee should begin the bidding with a reasonable bid. The bidding will almost take off once it's started.

### Step 9: **Ending the Auction**

The auction can end at a set, pre-announced time. At that time, all bidding is stopped. Workers should be placed strategically around the room, and should immediately start picking up bid sheets. They should watch to see that no one adds a bid.

Another option is to pre-set the ending time, but keep it secret. This option makes the bidding more lively throughout the auction, but it may cause some complaining.

The auction manager should have a list of all auction items by number (be sure to add items brought in at the last minute). The name of the top bidder is listed beside each item, with the amount of the bid. Be sure to check the amount of the last bid, and make sure it is higher than the previous one. If it is not, the highest bidder gets the item. This list is then posted.

Set a time for items to be picked up and paid for. This can be hectic if there are a large number of items. Be sure to be prepared:

- A. Have cash on hand for change.
- B. Have enough workers so that this part runs smoothly.
- C. Allow bidders to pay with charge cards if possible.
- D. Consider varying pickup times. For example: names beginning with A-G at 7:00 pm, H-O at 7:15, P-Z at 7:30, etc.
- E. Another option is to allow x-number of people into the room at one time. Let them pick up their item(s) and pay, and they will then be out of the way. Allow others to come in as people leave.
- F. Don't get into the delivery business by offering to get the item to the bidder. This is counterproductive and more work than necessary.

OPERATE YOUR AUCTION ON A CASH AND CARRY BASIS. NO PAYMENT, NO ITEM.

What to do with unclaimed items? The bidder may have simply left the meeting site. Touch base with him/her later and ascertain if the item is wanted. If not, contact the second highest bidder. Or, simply save the item for the next auction.

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### Miscellaneous

It's important to have workers assigned as overseers throughout the auction. Be sure each worker knows the schedule. All workers should be available to help close the auction.

Make your auction festive and fun. There are many ways to do this, and the committee should use its collective imagination. Here's some ideas:

- A. Decorate the auction room. Use good signs, banners, etc. For example, use a western theme placing paper boot-prints strategically to point the way to the auction area.
- B. Have other activities simultaneously.
- C. In order to keep bidding lively throughout the auction, pull certain items from time to time, and announce the highest bidder for that item. Replace the item with a new one.

Step 9: **SPEND YOUR WELL-EARNED MONEY!**



## SAMPLE POSTCARD

### **American Fisheries Society**

*Thank you for agreeing to serve.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Listed below are the committees of our organization. Please list in order (1,2,3) your committee preference.

\_\_\_ Publicity

\_\_\_ Time and Place

\_\_\_ Resolutions

\_\_\_ Nominating

\_\_\_ Continuing Education

\_\_\_ Board of  
Certification

## SAMPLE SKILL/INTEREST ASSESSMENT FORM

**COMMITTEE: Public Relations**

COMMITTEE NEEDS	MEMBER SKILLS (LIST MEMBERS)		
	Sam	Joe	Judy
1. Experience in Public Relations	X		
2. Personal Interest		X	
3. Working Knowledge		X	X
4. Willingness to Participate	X		X
5. Able to Attend Meetings	X	X	X
6.	Knows media corp.	Knows media corp.	Strong leader
7.			
8.	Creative		
9.		Graphic expert	

# SKILL/INTEREST ASSESSMENT FORM

COMMITTEE: \_\_\_\_\_  
\_\_\_\_\_

COMMITTEE NEEDS	MEMBER SKILLS (LIST MEMBERS)		
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			



## **Working with Volunteers: Handling the "What's in it for me?" Question**

By Linda Rosenberg

In today's society, volunteers think hard before they commit their time and efforts to a professional society such as the American Fisheries Society (AFS). Those days when people would blindly work "for the cause" or to "give something back to their society" are gone. Today, if you want people to volunteer, you must be able to answer one basic question: "What's in it for me?" Or, put another way: "What will my contribution of time and energy do to advance the Society's goals in which I'm interested?"

It isn't the amount of time they would spend volunteering that bothers them -- it's the amount they're afraid they're going to waste. So if you want to put your volunteers to good use, let them know what they will get in return for their investment of time.

What do volunteers want? **Recognition, rewards, and a sense of accomplishment.** Volunteers want to do something worthwhile and do it well. They also want someone to recognize their contribution appropriately, to make them believe they are "successful" volunteers. Sometimes a volunteer leader only has to say, "Thank you -- you did a great job," but that is a minimum!

If you give your volunteers a job to do, you must do everything possible to show them the job is meaningful, worthy of their time, and an important contribution to the Society's success. Make sure you give them a "volunteer-sized" piece of the action along with the resources to accomplish this task. This might mean breaking a large job into several smaller ones handled by one or more volunteers with a series of deadlines. It might also mean providing training on computers or other equipment to ensure they not only have the resources but the know-how to do the job right.

Once you've given volunteers that ability to succeed, you should provide recognition. By definition, volunteers don't get paid. That makes achieving success and gaining recognition all the more important. Creating a specific program to give volunteers the feeling that time spent for the Society is worthwhile means recruiting properly. This is the first step in setting volunteers on the road to success. Before asking someone to serve as a committee chair, ask yourself what type of person does it take? What skills are needed? As a leader, you need to figure out who closely fits the profile. For example, Richard Gregory has been appointed chair of the Task Force on Advocacy. As a past president of the Society, he is aware of the mission and goals of the organization in advancing conservation of fishery resources and promoting the fisheries profession. Second, identify the key skills and characteristics of the volunteer position, such as solid writing ability,

willingness to make phone calls, ability to maintain membership files, or organizational experience. Third, recruit people who have a good chance to succeed in their volunteer roles, not just people who will say yes. Make sure you're not putting a shy, introverted person into a spotlight position that requires activities such as working a room of strangers.

Fourth, you should orient your volunteers by reinforcing how their particular jobs fit into the Society's overall long-range plan. If possible, hold an orientation session for all volunteers. The benefits of holding such an orientation include providing an opportunity early in the year to meet and get to know each other; establishing a cohesive, well-understood plan of action; introducing volunteers to other people in their professions who have made the same commitments; and gaining a better understanding of the goals and objectives they are working toward.

Training is frequently skipped and its value underestimated. Training not only can help convince members to continue volunteering but can show them you are willing to "invest" in teaching them to learn and volunteer well. By training volunteers, you build an active, dedicated, and successful leadership corps ready to take on future challenges, and the skills learned are transferrable into their professional lives. Such skills could include managing time, running committee meetings effectively, public speaking, becoming proficient on a new software program, or gaining project management experience.

If you've properly recruited, oriented, and trained your volunteers, then you should have confidence in their ability to succeed. This means trusting them to do the job. Make sure they understand what they are supposed to do and let them do it, perhaps checking in once in a while to monitor progress. Give your volunteers a sense of accomplishment by giving them feedback. Periodic reviews help identify progress and alleviate problems for volunteers before the individuals "fail."

The final step is to reward good performance with recognition. It's the volunteer's paycheck. If you go to all the trouble of making your volunteers successful and don't give them the recognition they want and deserve, you've wasted a lot of time and energy because they won't come back. Recognition doesn't have to be a plaque, trophy, formal letter, or certificate -- it can be a simple, hand-written note or a firm handshake with a sincere "thank you."

Each person gives his or her time and effort to the Society for different reasons but all need the sense that they've undertaken a worthwhile project and accomplished something. Think of ways to give your volunteers what they need, and you'll find that working with volunteers really is worth the effort.

# CONTINUING EDUCATION

## **PROCEDURE FOR SUBMITTING PROPOSED CONTINUING EDUCATION COURSES:**

One of the most important functions of the Society is the maintenance and enhancement of the technical, professional, and administrative knowledge and skills of its members. The Continuing Education Committee is charged with that task, and encourages individuals and subunits to develop and propose for approval, Continuing Education activities. The Continuing Education Committee must approve all Continuing Education courses or activities sponsored by the American Fisheries Society.

1. Complete a course approval form.
2. Approval forms should be submitted electronically to the Continuing Education Coordinator, Kathryn Winkler, [kwinkler@fisheries.org](mailto:kwinkler@fisheries.org), approximately 3 months in advance of the course presentation.
3. Approval forms will be distributed to the Continuing Education Committee for review, consideration, and disposition.
4. Notice of Committee action will be forwarded to the proponent by the Continuing Education Coordinator.
5. For proponents who are notified of an approval decision by the Committee, the Continuing Education Coordinator will email confirmation and additional instructions. In order for students to receive credit for participation in an AFS approved activity, the instructor(s) must record attendance and return the attendance roster via email to the Continuing Education Coordinator.

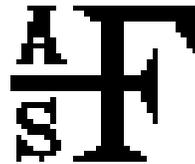
For more information on the Continuing Education Program, or to apply for Continuing Education sponsorship at a National or Chapter/Division/Subunit meeting, please see the following website: <http://www.fisheries.org/afs/education.html> (Please see section on "EDUCATION.")

You may also contact the **Continuing Education Coordinator** at The American Fisheries Society, 5410 Grosvenor Lane, Suite 110, Bethesda, MD 20814; Phone (301) 897-8616 / Fax (301) 897-8096; or email [kwinkler@fisheries.org](mailto:kwinkler@fisheries.org)

Daniel C. Dauwalter, Continuing Education Chair ([ddauwalter@tu.org](mailto:ddauwalter@tu.org))

Kathryn Winkler, Continuing Education Coordinator ([kwinkler@fisheries.org](mailto:kwinkler@fisheries.org))

# **Continuing Education Course Approval Form**



**Founded 1870**

**American Fisheries Society  
Continuing Education Committee**

# Course Approval Form

## PROCEDURES FOR COURSE APPROVAL

The Continuing Education Committee must approve all continuing education courses or activities sponsored by the American Fisheries Society.

**Courses or activities which carry academic credit, lead to a high school equivalency certificate, or are organization oriented programs or short direction programs only casually related to any specific upgrading purpose or goal would normally not qualify for approval.**

The objective of the AFS Continuing Education (CE) Program, administered by the Continuing Education Committee (CEC), is to provide members with quality opportunities to develop their expertise throughout their careers as fisheries professionals. Workshops and CE courses, which are often sponsored and/or prepared by AFS members, are a primary means of fulfilling this goal. CE offerings can be used to receive Professional Development Qualifying Points (PDQPs) needed to meet and retain Associate and Certified Fisheries Professional accreditation through the AFS Certification Program.

Please review the following form carefully and answer all questions or provide requested information, being thorough but succinct in your response. Remember, this form is the primary means that the CEC has to judge your proposal. Much like a well-constructed abstract enhances a scientific paper, a thoughtful, informative, well-prepared application attests to the quality of the proposed CE offering, and will reduce the chance of rejection or delay in its approval by the CEC.

Typed course approval forms must be completed and returned to: Continuing Education Coordinator, American Fisheries Society, 5410 Grosvenor Lane, Suite 110, Bethesda, MD 20814-2199. The course contact is responsible for completing the course approval form and returning it at least three months prior to the presentation date. Completed forms submitted electronically can be processed more quickly when sent to [kwinkler@fisheries.org](mailto:kwinkler@fisheries.org). **When submitting electronic copies, please delete the cover page of this application.**

The Continuing Education Committee will review course approval forms for completeness. If more information is needed, the CE Committee Chair will send anonymous reviewer comments, suggestions, and questions electronically to the course contact. The course contact will submit a revision implementing the recommendation(s) made by the Continuing Education Committee within two weeks of notification of the need to revise. Completed forms should be submitted to the Continuing Education Coordinator at least 2 months prior to the beginning of the course. A response will be issued within 3 weeks from the date received by the Continuing Education Committee Chair.

The course contact will receive notice from the Continuing Education Committee of the results of the review. During the program, the course contact will (1) have all registrants sign an attendance register; and (2) ask registrants to complete the course and instructor evaluation forms included at the end of this application.

After the program, the course contact must return (1) the attendance register and (2) the completed course and instructor evaluations to: Continuing Education Coordinator, American Fisheries Society, 5410 Grosvenor Lane, Suite 110, Bethesda, MD 20814-2199.

# Course Approval Form

Programs may be repeated for a maximum of three years without further assessment unless content of the program is changed.

Additional information and suggestions for completing this form precede each section. Questions on completing this form should be directed to the Continuing Education Coordinator and the Continuing Education Committee Chair.

# Course Approval Form

## TITLE OF PROGRAM

Complete, formal title

### I. PROGRAM CODES

#### A. COURSE INSTRUCTION CATEGORY

- 1. Classroom Instruction
- 2. Lecture/Lecture with lab
- 3. Workshop/Institute/Conference Seminar
- 3. Field Instruction

#### B. COURSE TYPE

- 1. 1000 Bioengineering
- 2. 1100 Early Life History
- 3. 1200 Introduced Fishes
- 4. 1300 Fish Health/Culture
- 5. 1400 Leadership/Communications
- 6. 1500 Socioeconomics
- 7. 1600 Education
- 8. 1700 Population Management/Techniques
- 9. 1800 Marine Fisheries
- 10. 1900 Water Quality
- 11. 2000 Computer Science in Fisheries
- 12. 2100 Fish Habitat Management/Techniques
- 13. 2200 Policy/Administration
- 14. 2300 Environmental Law
- 15. 2400 Other—Specify \_\_\_\_\_

### II. PROGRAM PROVIDER(S) (i.e. Chapter, Section, Division, Agency, University)

### III. COURSE CONTACT

Name:

Address:

City, State, Zip, Country:

Phone: Fax:

E-mail:

### IV. DATES & LOCATION

Beginning Date:

Ending Date:

Meeting Place:

City, State or Province:

# Course Approval Form

**V. NEEDS IDENTIFICATION:** Clearly identify the needs for the planned program/activity for participants, their supervisors, their organization and/or profession. Discuss what changes or advancements in technology that have occurred and the relevancy of the planned program/activity to address the changes to participants. Take into consideration other complementary and competitive courses. Clearly identify the target audience (example: new employees, journey level professionals, administrators, etc). *Standard: The program is planned in response to the identified needs of a target audience and needs assessment if applicable, for professionals of a given level in the organization.*

**VI. OBJECTIVES OR LEARNING OUTCOMES:** State what new knowledge or skill the participant will be able to utilize or perform upon completion of the course. List the learning objectives and action items associated with each objective. Learning objectives should be measurable. *Standard: The program/activity has clear and concise written statements of intended learning outcomes. The learning outcomes should specify the determined skills, knowledge and/or attitudes that the learner should be able to demonstrate following the continuing education experience.*  
*Example: Participants will be able to utilize \_\_\_\_\_ principles to develop a plan for control of \_\_\_\_\_*  
*Participants will be able to apply the plan during development of management strategies for \_\_\_\_\_*  
*Participants will be able to demonstrate skill in \_\_\_\_\_ by completing class exercises and databases*

**VII. CONTENT & METHODOLOGY:** Briefly describe the topic(s) to be covered and the instructional methods that will be employed during the activity/program. Active instructional methods are strongly encouraged and should be identified. (Example: participants will learn to manipulate data in the program to complete the exercises; active discussions will incorporate problem solving techniques that participants will be able to apply upon returning to the home station.) *Standard: The content and instructional methodologies are consistent with the objectives or learning outcomes, sequenced to facilitate learning and permit opportunities for the learner to participate and receive feedback.*

**VIII. REQUIREMENTS FOR SATISFACTORY COMPLETION:** Briefly state the requirements for satisfactory completion of the activity/program. *Standard: Requirements for satisfactory completion are based on the purpose and intended learning outcomes. Participants should be informed of the requirements for satisfactory completion prior to their participation. High attendance should be required (e.g. 90% and above).*

# Course Approval Form

**IX. ASSESSMENT OF LEARNING OUTCOMES:** Briefly state how individual performances in relation to the intended learning outcomes will be assessed. *Standard: Procedures established during program planning are used, when applicable, to measure the achievement of intended learning outcomes specified for the program/activity as they relate to changes in learner's knowledge, skills, or attitudes. Assessment may take diverse forms, such as performance demonstration under real or simulated conditions, written or oral examinations, written reports, completion of a project, self-assessment, or locally or externally developed standardization examinations.*

**X. PROGRAM EVALUATION:** Briefly describe how major aspects of the continuing education experience, i.e. organizational input, participant input, the design, content, content level, and operation will be evaluated. Participant evaluations, which may include self-assessments, are strongly encouraged. Evaluation examples are attached at the end of this application. *Standard: Evaluation refers to the quality of the administration and operation of the continuing education experience as a whole. Participant reaction surveys can be designed to measure what the participants consider to be the benefits of the learning experience and to determine satisfaction with the physical arrangements.* Please provide copies of the course evaluations to the Units Coordinator and the CE Committee Chair. The attached examples may be modified to meet your specific course needs.

**XI. INSTRUCTION:** List the instructional personnel involved in planning and conducting the program/activity and indicate the approximate proportion of instruction time for each. A resume of up to two pages must be submitted for major instructors. *Standard: Qualified instructional personnel are directly involved in determining the program purpose, developing intended learning outcomes, and planning and conducting each learning experience.*

# Course Approval Form

**XII. DETERMINING NUMBER OF CONTACT HOURS:** The 60-minute clock hour is used as the contact hour. Coffee breaks, lunches, etc. are not included. Field trips (minus travel and other administrative time) may be considered contact hours, but usually on a basis of at least two hours of field trip equivalent to one contact hour of classroom instruction.

***The following and similar activities are not included when calculating the number of contact hours:***

 ***Time for study, assigned reading, and other related activities, outside the classroom or meeting schedule.***

 ***Meeting time devoted to business of committee activities.***

 ***Meeting time devoted to announcements, welcoming speeches, or organizational reports.***

 ***Time allocated to social activities, refreshment breaks, luncheons, receptions, dinner and so forth. Note: time devoted to a luncheon or dinner presentation integral to the continuing education experience may be included in calculating instructional contact hours.***

**A. Please include a syllabus or topical outline with time allocations**

***Time Schedule Example:***

**Day 1**

8:00 – 9:00 a.m.	Topic
9:00 – 12:00 p.m.	Topic
1:30 – 3:30 p.m.	Topic
3:30 – 5:00 p.m.	Topic

**B. Total Number of Contact Hours: \_\_\_\_\_**

# Course Approval Form

## XIII. ADDITIONAL INFORMATION:

Submitted by:

\_\_\_\_\_  
(NAME-PLEASE SIGN)

\_\_\_\_\_  
(NAME & TITLE-PLEASE PRINT)

\_\_\_\_\_  
(DATE)

Approved by:

\_\_\_\_\_  
(NAME-PLEASE SIGN)

\_\_\_\_\_  
(NAME & TITLE-PLEASE PRINT)

\_\_\_\_\_  
(DATE)

# Course Evaluation Form

For each statement below, circle the number that best completes the sentence. Your candid comments will help us improve each training course. We encourage additional comments on the next page. Please fill in the course title and date, and use the following scale:

- 5 = Outstanding
  - 4 = Above Average
  - 3 = Average
  - 2 = Below Average
  - 1 = Not Applicable
- 

**Course Title/Session Content:** \_\_\_\_\_

The degree to which the stated objectives were met was.....5 4 3 2 1 0

The applicability of the course session information to my job was.....5 4 3 2 1 0

The organization and sequence of the courses session was.....5 4 3 2 1 0

The relevance and effectiveness of the activities and practice sessions were.....5 4 3 2 1 0

The relevance and effectiveness of the materials in meeting the objectives were.....5 4 3 2 1 0

I would describe this course session to others as.....5 4 3 2 1 0

---

What were the strengths of the training?

What were the weaknesses of the training?

What changes could make this a more useful training for future participants?

What other training do you need to be more effective in your job?

Other comments?

# Instructor Evaluation Form

For each statement below, circle the number that best completes the sentence. Your candid comments will help us improve each training course. We encourage additional comments on the next page. Please fill in the name of each instructor, date, and course title, then use the following scale:

- 5 = Outstanding
- 4 = Above Average
- 3 = Average
- 2 = Below Average
- 1 = Not Applicable

---

Instructor \_\_\_\_\_

- Instructor's knowledge of subject matter was.....5 4 3 2 1 0
- Instructor's ability to present material in a way that increased my knowledge/skill was.....5 4 3 2 1 0
- Instructor's ability to keep discussions focused on the topic was.....5 4 3 2 1 0
- Instructor's responses to participants' questions and needs were.....5 4 3 2 1 0

---

Instructor \_\_\_\_\_

- Instructor's knowledge of subject matter was.....5 4 3 2 1 0
- Instructor's ability to present material in a way that increased my knowledge/skill was.....5 4 3 2 1 0
- Instructor's ability to keep discussions focused on the topic was.....5 4 3 2 1 0
- Instructor's responses to participants' questions and needs were.....5 4 3 2 1 0

---

Instructor \_\_\_\_\_

- Instructor's knowledge of subject matter was.....5 4 3 2 1 0
- Instructor's ability to present material in a way that increased my knowledge/skill was.....5 4 3 2 1 0
- Instructor's ability to keep discussions focused on the topic was.....5 4 3 2 1 0
- Instructor's responses to participants' questions and needs were.....5 4 3 2 1 0

# Instructor Evaluation Form

Instructor 1: \_\_\_\_\_

---

Instructor 2: \_\_\_\_\_

---

Instructor 3: \_\_\_\_\_

---

Other Comments:

---

Name (Optional) \_\_\_\_\_

# **COMMITTEES**

## **STANDING**

### **ARRANGEMENTS COMMITTEE:**

Makes arrangements for the Annual Meeting, operates registration (including collection of fees), and generates publicity for the Annual Meeting.

### **AWARD OF EXCELLENCE COMMITTEE:**

Selects the recipient of the AFS Award of Excellence, the Society's highest award for scientific achievement. The award consists of a bronze medal, a certificate mounted in a walnut plaque, and travel and related expenses, if needed, (no greater than \$1,000) to attend the Annual meeting for presentation of the award.

### **BOARD OF APPEALS COMMITTEE:**

Reviews negative certification decisions at request of applicant; reaffirms or reverses decisions.

### **BOARD OF PROFESSIONAL CERTIFICATION COMMITTEE:**

Certifies individuals as Certified Fisheries Scientists or Associate Fisheries Scientists under guidelines established by the Society; counsels those seeking certification on how to prepare for it.

### **BUDGET AND FINANCE COMMITTEE:**

Reviews the Executive Director's proposed budget and makes recommendations for Executive Committee approval. Committee also reviews, develops and recommends financial and investment policies for Executive Committee consideration and approval.

### **CONTINUING EDUCATION COMMITTEE:**

Assesses the continuing educational and training needs of the fisheries profession and works in close coordination with the Society's Chapters, Sections and Divisions to develop a comprehensive continuing education program.

### **External Affairs:**

Committee promotes activism for aquatic habitat and water quality issues. Develops implementing direction and agenda for elements within the AFS Strategic Plan related to its charge. This committee is responsible for administering the Student Writing Award and the Excellence in Public Outreach Award.

### **MEMBERSHIP COMMITTEE:**

Maintains and increases AFS membership by actively identifying and contacting potential members.

### **MEMBERSHIP CONCERNS COMMITTEE:**

Identifies members' concerns about Society structure, functions, and activities. Recommends programs addressing these concerns and professional needs and problems of members.

**NAMES OF AQUATIC INVERTEBRATES COMMITTEE:**

Reviews matters pertaining to the common and scientific names of aquatic invertebrates; prepares checklists of names to achieve uniformity and avoid confusion in nomenclature thereby serving as standards for the profession.

**NAMES OF FISHES COMMITTEE:**

Reviews matters pertaining to the common and scientific names of fishes; prepares checklists of names to achieve uniformity and avoid confusion in nomenclature, thereby serving as standards for the profession. This is a joint committee with the American Society of Ichthyologists and Herpetologists (ASIH). Committee members are jointly appointed by AFS and ASIH.

**NOMINATING COMMITTEE:**

Prepares a slate of candidates for the Society offices of Second Vice-President, First Vice-President, and President-Elect.

**PROGRAM COMMITTEE:**

Plans, develops and administers the technical program for the Annual Meeting of the Society

**PUBLICATIONS OVERVIEW COMMITTEE:**

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

**RESOLUTIONS COMMITTEE:**

The Committee drafts resolutions, screens and edits resolutions submitted to it by officers, members, or subunits, and presents its slate of resolutions for vote at the Society's Annual Meeting. The two types of resolutions include internal resolutions, which relate entirely to AFS matters, and external resolutions, which relate to broad national or international issues outside of AFS.

**RESOURCE POLICY COMMITTEE:**

Committee helps the Society evaluate and develop resource policies by assessing concerns of the membership, by advising the President and Executive Director about aquatic resource issues, and by producing or coordinating draft resource policy statements for Society approval.

**TIME AND PLACE COMMITTEE:**

Generates competitive proposals for the site of the AFS meeting four years hence from which the Executive Committee shall choose one site.

**VOTE AUDITOR:**

Verifies voting results and/or counts the election ballots, transmits the results to the AFS President and/or Unit Officer and Executive Director within the designated number of days of the closing date of the vote or election, and announces the results at the annual Society meeting or as appropriate. The Vote Auditor sends electronic results and/or ballots to the Executive Director, who shall hold them at least 90 days after the close of the vote or election.

# **COMMITTEES**

## **SPECIAL**

### **CARL R. SULLIVAN CONSERVATION AWARD COMMITTEE:**

The Committee is responsible for soliciting nominations and selection of an individual or an organization, professional or nonprofessional, for outstanding contributions to the conservation of fishery resources.

### **DEVELOPMENT COMMITTEE:**

The Committee develops the financial resources of the Society which are critical to the conduct of its business of conserving our fishery resources.

### **DISPLAY AND ADVERTISING COMMITTEE:**

The Committee identifies a poster artist, selects a poster and makes arrangements for its distribution at the Annual Meeting.

### **DISTINGUISHED SERVICE AWARD COMMITTEE:**

The Committee solicits nominations of AFS members for recognition of his/her outstanding contributions of time and energy for special projects or activities. The final list of candidates is distributed to the EXCOM at its midterm meeting.

### **ENDANGERED SPECIES COMMITTEE:**

To provide leadership for the Society on issues affecting endangered species and their ecosystems.  
To provide technical assistance to all levels of the Society on issues concerning endangered species.

### **ETHICS AND PROFESSIONAL CONDUCT COMMITTEE:**

To educate members about the Standards of Professional Conduct and to periodically review and update these Standards. To review any cases regarding ethics forwarded by the Society president. To determine any procedures for evaluation of professional conduct, with special care to maintain a balanced and fair assessment. To maintain confidentiality with respect to all cases and is authorized to review the facts and findings of all prior ethics cases, where such cases may provide precedent or guidance to the Committee in reaching a decision.

### **INVESTMENT ADVISORY COMMITTEE:**

To periodically review Society investments and the economy in general, and to provide recommendations to the AFS Director of Administration and Finance, the Executive Director and the President concerning current and potential investments of AFS funds, both short-term and long-term

### **MERITORIOUS SERVICE AWARD COMMITTEE:**

The committee requests nominations and selects an individual AFS member for unswerving loyalty, dedication and meritorious service to the Society over a long period of time; and for exceptional commitment to the programs, ideals, objectives, and long-term goals of AFS.

### **EMMELINE MOORE PRIZE**

This award recognizes the efforts of an individual member who has demonstrated exemplary service to the cause of equal opportunity of access to higher education in fisheries and/or to professional development in any of the disciplines of fisheries science and/or management. The

award is named for Emmeline Moore, the first female President of the American Fisheries Society, elected in 1927-28. The award consists of a bronze medal, a certificate, and travel and related expenses if needed (no greater than \$1,000) to attend the AFS Annual Meeting for presentation of the prize.

**OUTSTANDING CHAPTER AWARD COMMITTEE:**

Solicits the designation of each Division's nominee for an outstanding chapter that exhibits outstanding professionalism, active resource protection and enhancement programs and commitment to the mission of the American Fisheries Society.

**PAST PRESIDENT'S ADVISORY COUNCIL COMMITTEE:**

Identify ways or develops an organizational structure for greater participation by retirees. Identifies candidates for Honorary Membership in the Society.

**PROFESSIONALISM COMMITTEE:**

Promote and evaluate the education, scientific, and technical aspects of the fisheries profession.

**PROGRAM DEVELOPMENT COMMITTEE:**

Develops and recommends to the EXCOM, a plan of work which is structured to accomplish AFS Strategic Plan objectives and to react to the emerging needs of the members.

**PUBLICATIONS AWARDS COMMITTEE:**

Evaluates papers published in the four journals by the Society and selects the single paper from each journal to receive the "Best Paper Award".

**RAFFLE COMMITTEE:**

Organizes and conducts a nationwide raffle with proceeds going to AFS. Maximizes exposure to AFS raffle under "new" scenario, i.e. uniform ticket prices, grand prize (boat, motor, trailer), additional prizes to be awarded.

**TASK FORCE ON FISHERY CHEMICALS:**

Develops Society policy, positions, and strategies to address the use of fishery chemicals in aquaculture and fish management.

**USE OF FISHES IN RESEARCH COMMITTEE:**

Update the 1988 'Guidelines for the Use of Fishes in Field Research', expand the guidelines to include laboratory research in which fishes are used, and provide guidance for dealing with problems that have been identified by fisheries scientists and Institutional Animal Care and Use Committees during the past 10 years, since the publication of the original guidelines

**ELECTRONIC SERVICES ADVISORY:**

Periodically evaluate AFS electronic membership services to assess effective and efficient functionality, information content, ease of use, timeliness of information, attractiveness, and implementation of new media. Additionally, the Electronic Services Advisory Board (ESAB) will provide for broad-scale representation of member interests in electronic services by facilitating quality control of online data management, media and communications and facilitate technical guidance (e.g., annual workshops on electronic services) for units, sections, chapters and individuals.

## SECTIONS

Professional talent pools grouped by fisheries science interests

**BIOENGINEERING SECTION:** The Bioengineering Section develops and maintains an association of persons interested and involved in promoting an understanding of the interrelationship between fisheries scientists and engineers. It encourages the exchange of bioengineering information, criteria, and techniques among fisheries scientists, fish culturists, and engineers. The Section sponsors symposia and publishes a newsletter.

**CANADIAN AQUATIC RESOURCES SECTION:** The Canadian Aquatic Resources Section promotes the conservation, development, and wise management of aquatic resources in Canada, within the context of sound ecological principles and sustainability. It gathers and disseminates information pertaining to Canadian fisheries and aquatic resources, and promotes the educational and technical aspects of the fisheries profession in Canada.

**EARLY LIFE HISTORY SECTION:** The Early Life History Section is devoted to interests in the early life history (fish eggs, larvae, juveniles) of freshwater, estuarine, and marine fishes. It encourages and facilitates exchange of knowledge through a highly regarded newsletter, a detailed membership directory, annual Larval Fish Conferences and their published proceedings, related sessions at annual AFS meetings, and special symposia and workshops.

**EDUCATION SECTION:** The Education Section strives to improve the quality of fisheries education for fisheries scientists, exchanges information, techniques, and materials for progressive teaching, develops programs in continuing education, establishes curriculum guidelines for fisheries programs at colleges and universities, promotes public education and awareness, and assists AFS on matters requiring educational expertise. Other Section activities include administration of the Award of Excellence in Fisheries Education, travel awards for students to attend the annual meeting, and the production of fisheries textbooks.

**EQUAL OPPORTUNITIES SECTION:** The Equal Opportunities Section works to encourage the exchange of information pertinent to the promotion of employment, education, scholarship, participation, professionalism, and recruitment for all individuals in the fisheries profession. The Section administers the J. Frances Allen Scholarship program and publishes a newsletter.

**ESTUARIES SECTION:** The Estuaries Section provides a Society-wide forum for discussing and resolving the major multidisciplinary, multiorganizational issues concerning United States and Canadian estuaries. It will assume a leadership/liaison function with other professional societies involved with estuarine issues and will provide a forum at national meetings for discussion and presentation of major estuarine issues to the membership through seminars and sessions at annual meetings.

**FISH CULTURE SECTION:** An interest in fish culture is the common bond that unites the diverse Section membership. Specific objectives of the Section are to develop criteria aimed at establishing levels of expertise among fish culturists; to maintain a Registry of fish culturists, who are Section members; to continuously upgrade the science of fish culture by organizing national workshops in areas important to fish culture; and to publish a newsletter containing news items and information on meetings and job opportunities.

## **FISH HABITAT SECTION:**

**FISH HEALTH SECTION:** Communication among fish health specialists is a major function of the Fish Health Section. Publication of a quarterly newsletter, the Section-established Journal of Aquatic Animal Health, and the "Fish Health Blue Book," combined with annual meetings facilitate better communication between professionals concerned with diseases of fish. The FHS offers a comprehensive certification program for fish pathologists and fish health inspectors.

## **FISHERIES INFORMATION AND TECHNOLOGY (formerly the COMPUTER USER SECTION):**

Through the FIT Section fisheries scientists interested in the use of computers to support fisheries management, research, education, and administration are provided an opportunity for exchange of data, techniques and public domain software. The Section publishes a newsletter and has an extensive library of fisheries software for IBM and Apple/MacIntosh computers. A Section-operated Electronic Bulletin Board is available for the exchange of electronic mail and messages.

**FISHERIES ADMINISTRATIONS SECTION:** The Fisheries Administrations Section members are largely administrators from federal, state, and provincial fishery resource management agencies, the people who are responsible for North America's fishery resources. Official objectives of the Section are to improve the techniques, effectiveness, and efficiency of the administrative functions of fisheries resource management. Unofficially, the Section provides administrators an opportunity to exchange ideas and hopefully solve mutual problems. The intent is to dispense with rigid formality, to communicate rather than just talk, and to learn more about the business of being an administrator.

**FISHERIES HISTORY SECTION:** The Fisheries History Section is an association of members who wish to encourage the preservation and collection of fisheries history and to stimulate the interpretation and dissemination of fisheries history for the promotion of fisheries and its heritage. The Section publishes a newsletter which features historical photographs and articles.

**FISHERIES LAW SECTION:** The Fisheries Law Section encourages the exchange of information pertinent to fisheries law among members of the Section and the Society. It educates fisheries professionals on matters of law, policy, and regulation, and provides a legislative analysis of bills that may have an impact on fisheries. It organizes and conducts workshops and symposia dealing with issues in fisheries law.

**FISHERIES MANAGEMENT SECTION:** Fisheries Management Section members work to develop new management concepts and techniques as well as programs in education and communication to solve fisheries management problems. The Section promotes exchange of fisheries management information and research by sponsoring workshops, symposia, meetings, and special sessions, on such topics as the role of fish culture and fisheries management, urban fishing, trout stream habitat improvement, fisheries computer applications, and fish marking techniques. The Section is also involved in continuing education short courses.

**GENETICS SECTION:** The Fish Genetics Section's overall goal is to promote the conservation of the genetic resources of natural fish populations. It brings together research biologists, resource managers, and agency administrators who are interested in genetic issues and who wish to work together to provide solutions for the fishery management community. The Fish Genetics Section organizes and sponsors symposia and workshops at regional and national levels and publishes a newsletter to communicate new

technique developments, progress reports from various research groups, and news items concerning recent occurrences and upcoming events.

**INTERNATIONAL FISHERIES SECTION:** The International Fisheries Section supports and promotes worldwide fishery education, communication, and research efforts. It works to increase North American fishery scientists' awareness of the interests, needs, and contributions of their colleagues worldwide, and assists in the international exchange of information and technical advice among fishery workers of all nations. The Section participated in the World Fisheries Congress; publishes an International Directory of fisheries-related organizations and individuals, sponsors symposia at the annual AFS meetings and publishes a quarterly newsletter.

**INTRODUCED FISH SECTION:** The Introduced Fish Section brings together members interested and involved in the use and management of introduced aquatic organisms, i.e., any aquatic organism moved from one place to another as a result of man's activities. It coordinates and develops programs to advance the knowledge and concerns related to introduced species and to provide a forum for identifying and bringing attention to bear on the beneficial as well as the potentially harmful effects of introduced species. The Section encourages objective communication among scientists, administrators, managers, educators, aquaculturists, and others interested in the species.

**MARINE FISHERIES SECTION:** The Marine Fisheries Section provides a focus for marine biologists and marine issues in the American Fisheries Society. To ensure that marine issues and techniques are adequately aired, the Section regularly sponsors one or more symposia at the annual AFS meeting. The MFS is especially interested in maintaining a prominent image for marine issues while preserving dialogue with those that are predominantly freshwater scientists. The Section works to ensure that marine and freshwater scientists recognize their common interests so that salinity, a relatively unimportant factor, does not create an unnecessary and weakening schism.

**NATIVES PEOPLES' FISHERIES SECTION:** The Natives Peoples' Fisheries Section evaluates the management of fisheries resources by native peoples with case-history studies and by other means, recommends policy positions on native peoples' fisheries to the Governing Board, and informs Society members about issues related to native peoples' fisheries by means of meetings, and publications.

**PHYSIOLOGY SECTION:** The Physiology Section promotes excellence in the science of fish physiology through improved communication between researchers and other professionals who want current information on physiological processes, tools, and techniques. The Section publishes a newsletter, and will conduct symposia, and workshops to disseminate the results of basic and applied research on fish physiology to the scientific and professional community, resource users, and the general public.

**SOCIOECONOMICS SECTION:** The Socioeconomics Section meets the needs of AFS members for information and advice on social and economic aspects of fisheries. The Section provides a professional forum for identifying and bringing attention to economic and social science education in fisheries, to encourage communication among fisheries scientists, administrators, and others interested in economics and the social sciences, and to encourage publication of papers dealing with economics and social sciences as applied to fisheries. The Section organizes symposia for national and Divisional AFS meetings and encourages publication of social science research in fisheries in AFS journals.

**WATER QUALITY SECTION:** Water Quality Section members are concerned with protection of aquatic habitat and the advancement of water pollution control. The Section encourages the development of improved professional and technical standards in the investigation, abatement and regulation of water pollution problems. It conducts workshops and symposia and produces a timely and lively newsletter.

**American Fisheries Society Unit IRS Filing Requirements**  
January 2008

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## **I. DIVISION, CHAPTER, AND SECTION (SUBUNIT) FILING RESPONSIBILITIES**

Beginning in 2008, small tax-exempt organizations, including AFS Subunits, who previously were not required to file a return, will be required to file an annual electronic notice, Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ. This filing requirement applies to tax periods beginning January 1, 2007 and after.

Small tax-exempt organizations whose gross receipts are normally \$25,000 or less have not been required to file Form 990 or Form 990-EZ, Return of Organization Exempt From Income Tax. With the enactment of the Pension Protection Act of 2006, these small tax-exempt organizations will now be required to file an electronic Form 990-N with the IRS annually. Exceptions to this requirement include organizations that are included in a group return, private foundations required to file Form 990-PF, and section 509(a)(3) supporting organizations required to file Form 990 or Form 990-EZ. AFS Units do not fall into these exception categories.

Each subunit must determine its own IRS and state filing requirements, based on gross annual receipts, each year. Gross annual receipts are all revenue before any expenses, including dues, special event revenue, advertising, meeting and seminar registration fees, raffle ticket receipts and contributions to scholarship funds. [ex. subunit collects \$90,000 in dues. It spends \$80,000 in 2007 on meetings, travel and other expenses. Its net income is \$10,000. Because gross revenue exceeds \$25,000 (but is less than \$100,000) the chapter must file an IRS form 900-EZ.]

If your chapter has gross receipts of \$25,000 or less, it is subject to this new IRS filing requirement. The e-Postcard will be due every year by the 15th day of the fifth month after the close of your tax period. For example, if your tax period ends on December 31, 2007, the e-Postcard is due May 15, 2008.

The e-Postcard must be filed electronically. There is no paper version. If your chapter prefers, the 990 or 990-EZ, can be filed in place of the e-Postcard on paper, but must be filled out completely.

If a subunit fails to meet the new filing requirement for three consecutive years, the IRS will revoke its tax-exempt status. The chapter must reapply and pay the related fees to regain that status. The IRS will notify AFS that your unit no longer qualifies

If your unit has gross receipts of \$25,000 to \$100,000, IRS Form 990-EZ (including Schedule A) must be filed. Units with gross receipts greater than \$100,000 are required to file IRS Form 990 (including Schedule A).

AFS Units must also file IRS 990T if gross “unrelated business income” exceeds \$1,000. Advertising revenue is usually considered unrelated business income. There are exceptions to this rule. If the sales of advertising or other unrelated activity is carried on by volunteers, then it is NOT unrelated business income.

The table below summarizes the filing requirements.

Annual Gross Receipts *	Unrelated Business Income	Filing Requirements
\$25,000 and under	Under \$1,000	Form 990-N e-Postcard
\$25,000 and under	Over \$1,000	Form 990-N e-Postcard & Form 990T
\$25,000 - \$100,000	Under \$1,000	Form 990-EZ
\$25,000 - \$100,000	Over \$1,000	Form 990-EZ & Form 990T
Over \$100,000	Under \$1,000	Form 990
Over \$100,000	Over \$1,000	Form 990 & Form 990T

**\* Annual Gross Receipts includes dues, special event revenue, advertising, meeting and seminar registration fees, raffle ticket receipts and contributions to scholarship funds.**

## **II. SAMPLE IRS FORM 990-EZ AND LEGEND**

## AFS UNIT'S IRS FORM 990-EZ LEGEND

1. Your year end is probably December 31. If that is true then put nothing in this blank. Enter the name of your subunit as it appears with the IRS. Use the AFS headquarters address – 5410 Grosvenor Lane, Bethesda, MD 20814-2144.
2. Each Unit has their own FEIN (Federal employer ID number). You can use this number as an ID on chapter bank accounts. In addition, for the Parent Society the FEIN is 54-0683803. (if you do not know your FEIN, contact the AFS Unit services coordinator)
3. GEN 2378 = The Group Exemption number, all units are part of the AFS Group and therefore would use this number.
4. Typically, a small subunit would keep financial records on a cash basis – that is, what is the activity in the bank account? What cash came in? What cash went out? Alternatively, you could maintain an accrual basis set of books which require that you record receivables and payables.
5. AFS division, chapters, and sections (subunits) are 501c (3) organizations.
6. Complete after Part 1 completed.
7. This box should be checked if you did not receive a contribution of \$5,000 or more from any one individual or entity. If you did receive such a contribution, you must complete Schedule B.
8. If your only asset is cash and you have no liabilities (books are on cash basis), then net assets equals your cash balance.
9. Must be completed
10. Must be completed
11. Must be completed
12. Must be completed
13. Must be completed
14. Must be completed
15. Not applicable to your organization

### III. WHEN AND WHERE TO FILE

If your year end is December 31, file Form 990, Form 990-EZ or Form 990-N by May 15. If May 15 falls on a Saturday, Sunday, or legal holiday, then file on the next business day. A business day is any day that is not a Saturday, Sunday, or legal holiday.

If the unit is liquidated, dissolved, or terminated, file the return by the 15<sup>th</sup> day of the 5<sup>th</sup> month after the liquidation, dissolution, or termination. File a zero income even if unit is liquidated. This allows unit to restart without a new application.

If the return is not filed by the due date (including any extension granted), attach a statement giving the reasons for not filing on time.

Send the return to the Internal Revenue Service Center, Ogden, UT 84201-0027.

If you can't make the deadline – use Form 8868 to request an automatic 3-month extension of time to file. Use Form 8868 also to apply for an additional (not automatic) 3-month extension if the original 3 months was not enough time. To obtain this additional extension of time to file, you must show reasonable cause for the additional time requested.

### IV. PENALTIES

If you don't file the IRS Form 990EZ, a penalty of \$20 per day up to 5% of your gross receipts for the year may be charged unless you can show that the late filing was due to reasonable cause. The penalty begins on the due date for filing the Form 990-EZ. The penalty may also be charged if you file an incomplete return or furnish incorrect information. To avoid having to supply missing information later, be sure to complete all applicable line items; answer "Yes", "No", or "N/A" (not applicable) to each question on the return; make an entry (including a zero when appropriate) on all **total** lines; and enter "none" or "N/A" if an entire part does not apply.

If the unit does not file a complete return or does not furnish correct information, the IRS will send you a letter that includes a fixed time to fulfill these requirements. After that period expires, the person failing to comply will be charged a penalty of \$10 a day, not to exceed \$5,000, unless he or she shows that not complying was due to reasonable cause. If more than one person is responsible, they are jointly and individually liable for the penalty.

As Part I describes, if you are not required to file a 990 or 990EZ, you must file the 990-N. Failure to do so for three years will lead to revocation of tax exempt status.

## **V. DISCLOSURE REQUIREMENTS**

You must make available for public inspection your IRS Form 990 or 990EZ, and must provide copies of such returns and applications to individuals who request them. Copies usually must be provided immediately in the case of in-person requests, and within 30 days in the case of written requests. You may charge a reasonable copy fee plus actual postage, if any.

\_\_\_\_\_ **SUBUNIT FINANCIAL REPORT**  
**FOR THE PERIOD** \_\_\_\_\_

Balance brought forward (Date) \$.....

**INCOME**

AFS dues allotment \$.....  
Savings account interest (date) \$.....  
Workshop \$.....  
Symposium sales \$.....  
Other (explain) \$.....

TOTAL INCOME \$.....

**SUBTOTAL** \$.....

**DISBURSEMENTS**

Newsletter \$.....  
Awards and certificates \$.....  
EXCOM Travel \$.....  
Workshop costs \$.....  
Symposium costs \$.....  
Continuing Education Workshop \$.....  
Bank service charges \$.....  
Mailing expenses \$.....  
Other (explain) \$.....

TOTAL DISBURSEMENTS \$.....

**CURRENT BALANCE ON HAND** \$.....

Prepared by (secretary/treasurer signature): .....

Approved by (subunit president): .....

Date: .....

cc: AFS, Executive Committee

**\*\*NOTE: FINANCIAL STATEMENTS ARE DUE AT AFS AT THE END OF YOUR OPERATING YEAR**

## **Information Returns that you May Need to File**

**(from IRS Publication 583)**

If you make or receive payments in your business, you may have to report them to the IRS on information returns. The IRS compares the payments shown on the information returns with each person's income tax return to see if the payments were included in income. You must give a copy of each information return you are required to file to the recipient or payer. In addition to the forms described below, you may have to use other returns to report certain kinds of payments or transactions. For more details on information returns and when you have to file them, see the General Instructions for Forms 1099, 1098, 5498, and W-2G.

**Form 1099-MISC.** Use Form 1099-MISC, Miscellaneous Income, to report certain payments you make in your trade or business. These payments include the following items.

- Payments of \$600 or more for services performed for your business by people not treated as your employees, such as subcontractors, attorneys, accountants, or directors.
- Rent payments of \$600 or more, other than rents paid to real estate agents.
- Prizes and awards of \$600 or more that are not for services, such as winnings on TV or radio shows.
- Royalty payments of \$10 or more.
- Payments to certain crew members by operators of fishing boats.

You also use Form 1099-MISC to report your sales of \$5,000 or more of consumer goods to a person for resale anywhere other than in a permanent retail establishment.

**Form W-2.** You must file Form W-2, Wage and Tax Statement, to report payments to your employees, such as wages, tips, and other compensation, withheld income, social security, and Medicare taxes, and advance earned income credit payments. For more information on what to report on Form W-2, see the Instructions for Forms W-2 and W-3.

**Form 8300.** You must file Form 8300, Report of Cash Payments Over \$10,000 Received in a Trade or Business, if you receive more than \$10,000 in cash in one transaction or two or more related business transactions. Cash includes U.S. and foreign coin and currency. It also includes certain monetary instruments such as cashier's and traveler's checks and money orders. For more information, see Publication 1544, Reporting Cash Payments of Over \$10,000 (Received in a Trade or Business).

## **Recordkeeping**

### **(Excerpted from IRS Publication 583)**

This part explains what kinds of records you must keep, and how to keep them. It also explains how long you must keep your records for federal tax purposes. A sample recordkeeping system is illustrated at the end of this part.

### ***Kinds of Records To Keep***

Except in a few cases, the law does not require any specific kind of records. You can choose any recordkeeping system suited to your business that clearly shows your income and expenses.

The business you are in affects the type of records you need to keep for federal tax purposes. You should set up your recordkeeping system using an accounting method that clearly shows your income for your tax year. See *Accounting Method*, earlier. If you are in more than one business, you should keep a complete and separate set of records for each business. A corporation should keep minutes of board of directors' meetings.

Your recordkeeping system should include a summary of your business transactions. This summary is ordinarily made in your books (for example, accounting journals and ledgers). Your books must show your gross income, as well as your deductions and credits. For most small businesses, the business checkbook (discussed later) is the main source for entries in the business books. In addition, you must keep supporting documents, explained next.

### **Supporting Documents**

Purchases, sales, payroll, and other transactions you have in your business generate supporting documents. Supporting documents include sales slips, paid bills, invoices, receipts, deposit slips, and canceled checks. These documents contain information you need to record in your books.

It is important to keep these documents because they support the entries in your books and on your tax return. Keep them in an orderly fashion and in a safe place. For instance, organize them by year and type of income or expense.

**Gross receipts.** Gross receipts are the income you receive from your business. You should keep supporting documents that show the amounts and sources of your gross receipts. Documents that show gross receipts include the following.

- Cash register tapes.
- Bank deposit slips.
- Receipt books.
- Invoices.
- Credit card charge slips.
- Forms 1099-MISC.

**Purchases.** Purchases are the items you buy and resell to customers. If you are a manufacturer or producer, this includes the cost of all raw materials or parts purchased for manufacture into finished products. Your supporting documents should show the amount paid and that the amount was for purchases. Documents for purchases include the following.

- Canceled checks.
- Cash register tape receipts.
- Credit card sales slips.
- Invoices.

These records will help you determine the value of your inventory at the end of the year. See Publication 538 for information on methods for valuing inventory.

**Expenses.** Expenses are the costs you incur (other than purchases) to carry on your business. Your supporting documents should show the amount paid and that the amount was for a business expense. Documents for expenses include the following.

- Canceled checks.
- Cash register tapes.
- Account statements.
- Credit card sales slips.
- Invoices.
- Petty cash slips for small cash payments.



A petty cash fund allows you to make small payments without having to write checks for small amounts. Each time you make a payment from this fund, you should make out a petty cash slip and attach it to your receipt as proof of payment.

**Travel, transportation, entertainment, and gift expenses.** Specific recordkeeping rules apply to these expenses. For more information, see Publication 463.

**Employment taxes.** There are specific employment tax records you must keep. For a list, see Publication 15.

**Assets.** Assets are the property, such as machinery and furniture you own and use in your business. You must keep records to verify certain information about your business assets. You need records to figure the annual depreciation and the gain or loss when you sell the assets. Your records should show the following information.

- When and how you acquired the asset.
- Purchase price.
- Cost of any improvements.
- Section 179 deduction taken.
- Deductions taken for depreciation.
- Deductions taken for casualty losses, such as losses resulting from fires or storms.
- How you used the asset.

- When and how you disposed of the asset.
- Selling price.
- Expenses of sale.

The following documents may show this information.

- Purchase and sales invoices.
- Real estate closing statements.
- Canceled checks.

**What if I don't have a canceled check?** If you do not have a canceled check, you may be able to prove payment with certain financial account statements prepared by financial institutions. These include account statements prepared for the financial institution by a third party. These account statements must be highly legible. The following table lists acceptable account statements.

<b>IF payment is by...</b>	<b>THEN the statement must show the...</b>
Check	<ul style="list-style-type: none"> <li>• Check number.</li> <li>• Amount.</li> <li>• Payee's name.</li> <li>• Date the check amount was posted to the account by the financial institution.</li> </ul>
Electronic funds transfer	<ul style="list-style-type: none"> <li>• Amount transferred.</li> <li>• Payee's name.</li> <li>• Date the transfer was posted to the account by the financial institution.</li> </ul>
Credit card	<ul style="list-style-type: none"> <li>• Amount charged.</li> <li>• Payee's name.</li> <li>• Transaction date.</li> </ul>



Proof of payment of an amount, by itself, does not establish you are entitled to a tax deduction. You should also keep other documents, such as credit card sales slips and invoices, to show that you also incurred the cost.

### **Recording Business Transactions**

A good recordkeeping system includes a summary of your business transactions. (Your business transactions are shown on the supporting documents just discussed.) Business transactions are

ordinarily summarized in books called journals and ledgers. You can buy them at your local stationery or office supply store.

A journal is a book where you record each business transaction shown on your supporting documents. You may have to keep separate journals for transactions that occur frequently.

A ledger is a book that contains the totals from all of your journals. It is organized into different accounts.

Whether you keep journals and ledgers and how you keep them depends on the type of business you are in. For example, a recordkeeping system for a small business might include the following items.

- Business checkbook.
- Daily summary of cash receipts.
- Monthly summary of cash receipts.
- Check disbursements journal.
- Depreciation worksheet.
- Employee compensation record.

The business checkbook is explained next. The other items are illustrated later under *Sample Record System*.



The system you use to record business transactions will be more effective if you follow good recordkeeping practices. For example, record expenses when they occur, and identify the source of recorded receipts. Generally, it is best to record transactions on a daily basis.

**Business checkbook.** One of the first things you should do when you start a business is open a business checking account. You should keep your business account separate from your personal checking account.

The business checkbook is your basic source of information for recording your business expenses. You should deposit all daily receipts in your business checking account. You should check your account for errors by reconciling it. See *Reconciling the checking account*, later.

Consider using a checkbook that allows enough space to identify the source of deposits as business income, personal funds, or loans. You should also note on the deposit slip the source of the deposit and keep copies of all slips.

You should make all payments by check to document business expenses. Write checks payable to yourself only when making withdrawals from your business for personal use. Avoid writing checks payable to cash. If you must write a check for cash to pay a business expense, include the receipt for the cash payment in your records. If you cannot get a receipt for a cash payment, you should make an adequate explanation in your records at the time of payment.



Use the business account for business purposes only. Indicate the source of deposits and the type of expense in the checkbook.

**Reconciling the checking account.** When you receive your bank statement, make sure the statement, your checkbook, and your books agree. The statement balance may not agree with the balance in your checkbook and books if the statement:

- Includes bank charges you did not enter in your books and subtract from your checkbook balance, or
- Does not include deposits made after the statement date or checks that did not clear your account before the statement date.

By reconciling your checking account, you will:

- Verify how much money you have in the account,
- Make sure that your checkbook and books reflect all bank charges and the correct balance in the checking account, and
- Correct any errors in your bank statement, checkbook, and books.



You should reconcile your checking account each month.

Before you reconcile your monthly bank statement, check your own figures. Begin with the balance shown in your checkbook at the end of the previous month. To this balance, add the total cash deposited during the month and subtract the total cash disbursements.

After checking your figures, the result should agree with your checkbook balance at the end of the month. If the result does not agree, you may have made an error in recording a check or deposit. You can find the error by doing the following.

1. Adding the amounts on your check stubs and comparing that total with the total in the “amount of check” column in your check disbursements journal. If the totals do not agree, check the individual amounts to see if an error was made in your check stub record or in the related entry in your check disbursements journal.
2. Adding the deposit amounts in your checkbook. Compare that total with the monthly total in your cash receipt book, if you have one. If the totals do not agree, check the individual amounts to find any errors.

If your checkbook and journal entries still disagree, then refigure the running balance in your checkbook to make sure additions and subtractions are correct.

When your checkbook balance agrees with the balance figured from the journal entries, you may begin reconciling your checkbook with the bank statement. Many banks print a reconciliation worksheet on the back of the statement.

To reconcile your account, follow these steps.

1. Compare the deposits listed on the bank statement with the deposits shown in your checkbook. Note all differences in the dollar amounts.
2. Compare each canceled check, including both check number and dollar amount, with the entry in your checkbook. Note all differences in the dollar amounts. Mark the check number in the checkbook as having cleared the bank. After accounting for all checks returned by the bank, those not marked in your checkbook are your outstanding checks.
3. Prepare a bank reconciliation. One is illustrated later under *Sample Record System*.
4. Update your checkbook and journals for items shown on the reconciliation as not recorded (such as service charges) or recorded incorrectly.

At this point, the adjusted bank statement balance should equal your adjusted checkbook balance. If you still have differences, check the previous steps to find the errors.

**Table 3. Period of Limitations**

IF you...	THEN the period is...
1. Owe additional tax and situations (2), (3), and (4), below, do not apply to you	3 years
2. Do not report income that you should report and it is more than 25% of the gross income shown on the return	6 years
3. File a fraudulent return	Not limited
4. Do not file a return	Not limited
5. File a claim for credit or refund after you filed your return	Later of: 3 years or 2 years after tax was paid
6. File a claim for a loss from worthless securities or a bad debt deduction	7 years

### **Bookkeeping System**

You must decide whether to use a single-entry or a double-entry bookkeeping system. The single-entry system of bookkeeping is the simplest to maintain, but it may not be suitable for everyone. You may find the double-entry system better because it has built-in checks and balances to assure accuracy and control.

**Single-entry.** A single-entry system is based on the income statement (profit or loss statement). It can be a simple and practical system if you are starting a small business. The system records the flow of income and expenses through the use of:

1. A daily summary of cash receipts, and
2. Monthly summaries of cash receipts and disbursements.

**Double-entry.** A double-entry bookkeeping system uses journals and ledgers. Transactions are first entered in a journal and then posted to ledger accounts. These accounts show income, expenses, assets (property a business owns), liabilities (debts of a business), and net worth (excess of assets over liabilities). You close income and expense accounts at the end of each tax year. You keep asset, liability, and net worth accounts open on a permanent basis.

In the double-entry system, each account has a left side for debits and a right side for credits. It is self-balancing because you record every transaction as a debit entry in one account and as a credit entry in another.

Under this system, the total debits must equal the total credits after you post the journal entries to the ledger accounts. If the amounts do not balance, you have made an error and you must find and correct it.

An example of a journal entry exhibiting a payment of rent in October is shown next.

Date	Description of Entry	Debit	Credit
Oct. 5	Rent expense	780.00	
	Cash		780.00

### Computerized System

There are computer software packages you can use for recordkeeping. They can be purchased in many retail stores. These packages are very helpful and relatively easy to use; they require very little knowledge of bookkeeping and accounting.

If you use a computerized system, you must be able to produce sufficient legible records to support and verify entries made on your return and determine your correct tax liability. To meet this qualification, the machine-sensible records must reconcile with your books and return. These records must provide enough detail to identify the underlying source documents.

You must also keep all machine-sensible records and a complete description of the computerized portion of your recordkeeping system. This documentation must be sufficiently detailed to show all of the following items.

- Functions being performed as the data flows through the system.
- Controls used to ensure accurate and reliable processing.
- Controls used to prevent the unauthorized addition, alteration, or deletion of retained records.
- Charts of accounts and detailed account descriptions.

See Revenue Procedure 98-25 in Cumulative Bulletin 1998-1 for more information.

## **Microfilm**

Microfilm and microfiche reproductions of general books of accounts, such as cash books, journals, voucher registers, and ledgers, are accepted for recordkeeping purposes if they comply with Revenue Procedure 81-46 in Cumulative Bulletin 1981-2.

## **Electronic Storage System**

Records maintained in an electronic storage system are accepted for recordkeeping purposes if the system complies with Revenue Procedure 97-22 in Cumulative Bulletin 1997-1.

An electronic storage system is one that either images hardcopy (paper) books and records or transfers computerized books and records to an electronic storage media, such as an optical disk.

## ***How Long To Keep Records***

You must keep your records as long as they may be needed for the administration of any provision of the Internal Revenue Code. Generally, this means you must keep records that support an item of income or deduction on a return until the period of limitations for that return runs out.

The period of limitations is the period of time in which you can amend your return to claim a credit or refund, or the IRS can assess additional tax. *Table 3* below contains the periods of limitations that apply to income tax returns. Unless otherwise stated, the years refer to the period after the return was filed. Returns filed before the due date are treated as filed on the due date.



Keep copies of your filed tax returns. They help in preparing future tax returns and making computations if you file an amended return.

**Employment taxes.** If you have employees, you must keep all employment tax records for at least 4 years after the date the tax becomes due or is paid, whichever is later. For more information about recordkeeping for employment taxes, see Publication 15.

**Assets.** Keep records relating to property until the period of limitations expires for the year in which you dispose of the property in a taxable disposition. You must keep these records to figure any depreciation, amortization, or depletion deduction, and to figure your basis for computing gain or loss when you sell or otherwise dispose of the property.

Generally, if you received property in a nontaxable exchange, your basis in that property is the same as the basis of the property you gave up, increased by any money you paid. You must keep the records on the old property, as well as on the new property, until the period of limitations expires for the year in which you dispose of the new property in a taxable disposition.

**Records for nontax purposes.** When your records are no longer needed for tax purposes, do not discard them until you check to see if you have to keep them longer for other purposes. For

example, your insurance company or creditors may require you to keep them longer than the IRS does.

Sample Accounting System Categories for AFS Subunits

**AFS Subunit Name  
Statement of Income and Expenses, 2008**

	January 1 to December 31, 2008	Amount Attributable to Grants
Beginning Balance January 1	\$22,545	
<u>INFLOWS</u>		
Continuing Education Income	\$1,345	
Contract & Grant Income	\$81,845	
Dues Payment	\$1,730	
Interest Income	\$237	
Gross Book Sales	\$2,306	
<b>TOTAL INFLOWS</b>	<b>\$87,463</b>	<b>\$81,845</b>
<u>OUTFLOWS</u>		
Cash Awards Given	\$100	
Bank Charges/Fees		
Conference/Meeting expense	\$380	\$380
Continuing Education		
Workshop expenses	\$500	
Contract & Grant Expense	\$71,961	\$71,961
Office Expense (copies etc)	\$100	
Donations Made	\$900	
Postage	\$130	\$2
Book Commissions	\$1,464	
Supplies	\$68	
Travel	\$3,076	\$2,949
per diem	\$544	\$544
TOTAL Travel	\$3,620	\$3,493
Website fees etc.	\$334	
Miscellaneous	\$100	
<b>TOTAL OUTFLOWS</b>	<b>\$79,683</b>	<b>\$75,837</b>
<b>OVERALL TOTAL</b>	<b>\$7,781</b>	
Ending Balance December 31	\$30,325	
<u>Balances From Bank Statements December 31, 2008</u>		
Checking	\$12,885	

Savings

\$17,441

Total

\$30,325

## AFS Job Board

**EMPLOYERS:** E-mail a description of the position to [jobs@fisheries.org](mailto:jobs@fisheries.org) using the headings: Position/Title, Agency/Location, Responsibilities, Qualifications, Salary, Closing Date, and Contact. Please list a category and billing information (non-members) when sending job announcements. Job postings will be billed at \$350 for 150 word increments, or part there of. There is no charge for the first change made to ads, after they are posted, changes thereafter will be billed at \$75.00. You can avoid a \$5 invoice fee if you pay with VISA, MasterCard, or American Express. Listings are free (150 words or less) for organizations with Associate, Official, and Sustaining Memberships, and for Individual members, who are faculty members, hiring graduate assistants. All announcements will be removed after 6 months unless an earlier closing date is specified. Any other questions, please feel free to ask.

## **MISSION STATEMENT**

*Fisheries* is the monthly peer-reviewed membership publication of the American Fisheries Society (AFS). Its goal is to provide timely, useful, and accurate information on fisheries science, management, and the fisheries profession for AFS members. Some types of articles which are suitable for *Fisheries* include fishery case histories, review or synthesis articles covering a specific issue, policy articles, perspective or opinion pieces, essays, teaching case studies, and current events or news features. We particularly encourage the submission of review articles on topics of current interest in fisheries science and management and will waive page charges for such topical review articles. Short research articles may be considered if the research has broad implications or applications and the article can be readily understood by professionals of a variety of backgrounds. We also encourage articles that will expose our members to new or different fields and recognize the varied interests of our readers. Because this is the mostly widely read fisheries science publication in the world, potential articles should appeal to a broad portion of fisheries professionals. Lengthy, specialized, or highly technical research articles should be submitted to one of the five AFS journals.

## **REVIEWED ARTICLES**

### ***Features, Perspectives, and Review Articles***

We encourage submission of topical manuscripts of broad interest to our readership that address contemporary issues and problems in all aspects of fisheries science, management, and policy. Articles on fisheries management; aquatic resources; economics; educational/administrative concepts, controversies, techniques, philosophies, and developments; and other general interest, fisheries-oriented subjects will be considered. Policy and issue papers are welcome. Papers are judged on scientific and professional merit, relevance, and interest to fisheries professionals. Features and perspectives generally should not exceed 4,500 words (excluding references and tables) and should not cite more than 40 references. Please consult the senior or managing editor PRIOR to submission for a length or reference limit exemption for review articles or articles of Society-wide significance. Please submit your manuscript online using our manuscript tracking website at <http://fisheries.allentrack.net>. If you cannot submit your manuscript online, please e-mail or phone the managing editor for instructions ([bbeard@fisheries.org](mailto:bbeard@fisheries.org) or 301/897-8616 x220).

### ***Essays***

Essays are thought-provoking or opinion articles based upon sound science. Essays may cover a wide range of topics, including professional, conservation, research, AFS, political, management, and other issues. Essays may be submitted in conjunction with a full feature article on the same topic. Essays can be up to 1,500 words, may include photographs or illustrations, and should not cite more than eight references. However, essays should provide scientific documentation, unlike unreviewed opinion pieces (below). Essays are peer-reviewed based on the following criteria: contribution to the ongoing debate, logical opinion based on good science, persuasiveness, and clarity of writing. Reviewer agreement with the opinion of the views expressed is not a criterion. Essays do not have page charges or abstracts. Essays should be formatted and submitted online as above.

### ***Fisheries Education***

New this year, *Fisheries* will consider acceptance of teaching case studies and education-related topics. Teaching case studies are short topical articles comprehensible for undergraduate students that include a background of the case, discussion questions, teaching notes, and references. Peer review of teaching case studies and educational topics will be handled by a special committee of the AFS Education Section.

#### ***What to Submit***

- Assemble manuscript in this order: title page, abstract page, text, references, tables, figure captions. Tables may be included at the end of the article file or may be submitted as separate files. Figures should not be embedded in the article file and should be submitted separately.
- Authors are strongly encouraged to submit a word processing file in either Word, Word Perfect, or Text formats. Figures/images should be in TIF, JPG, EPS, or PDF formats and tables should be in Excel or Word formats.
- The cover letter should explain how your paper is innovative, provocative, timely, and of interest to a broad audience. It should also include a list of colleagues who have seen the manuscript in draft. The cover letter can also be used to provide further explanation if part of the information has been published or presented previously.

#### ***General Instructions***

- Consult current issues for additional guidance on format.
- Manuscripts should be double-spaced, including tables, references, and figure captions.
- Leave at least a 1-in margin on all sides. Indent all paragraphs. Number pages sequentially.
- Please number lines for use as reference points by the reviewers.
- Use dictionary preference for hyphenation. Do not hyphenate a word at the end of a line. Use *Chicago Manual of Style, 14th edition*, to answer grammar or usage questions.
- The first mention of a common name should be followed by the scientific name in parentheses. Our standard is *Common and Scientific Names of Fishes from the United States, Canada, and Mexico, 6th edition*.
- Cite each figure and table in the text. Organize text so each is cited in numerical order.
- Use metric units of measure. Imperial equivalents may be given in parentheses.
- Define abbreviations the first time they are used in the text.
- Spell out one-digit numbers unless they are units of measure (e.g., four fishes, 3 mm, 35 sites). Use 1,000 instead of 1000; 0.13 instead of .13; % instead of percent.
- Use the name-and-year system for references in the text as follows:
  1. One author: Jones (1995) or (Jones 1995);
  2. Two authors: Jones and Jackson (1995) or (Jones and Jackson 1995);
  3. Several authors: Jones et al. (1995) or (Jones et al. 1995). But include author names in references.
  4. Manuscripts accepted for publication but not yet published: Jones and Smith (in press) or (Jones and Smith in press).
  5. Personal communications: (J. Jones, Institute for Aquatics, pers. comm.).
  6. Within parentheses, use a semicolon to separate different types of citations (Figure 4; Table 2), (Jones and Smith 1989; Felix and Anderson 1998). Arrange lists of citations chronologically (oldest first) in a text sentence.
- DO NOT cite more than three references for a specific point.
- For quotations include page number (Jones 1996:301).

- Institutional authors may be cited as acronyms in the text but must be defined in the reference list.

### ***Title Page***

- Type the title near the middle of the page, centered, in caps and lowercase.
- Keep the title short, preferably less than seven words; it should accurately reflect the paper's content. Use common names.
- Below title, include author(s) name(s), title(s), affiliations, city, and state. In multi-authored works, indicate which author is responsible for correspondence.

### ***Abstract Page***

- Type the abstract as one paragraph. You can copy and paste this into the online form.
- Do not cite references or use abbreviations in the abstract.
- Ensure that the abstract concisely states (150 words maximum) why you did the study, what you did, what you found, and what your results mean.

### ***Text***

- See “General Instructions.”
- Set all type at left. Boldface primary subheads and italicize secondary subheads.
- Insert tabs—not spaces—for paragraph indents.
- Italicize any words that should appear in italics.
- Avoid footnotes by including the information in the text.

### ***References***

- Double-space between each reference entry but do not indent text. References will be formatted during the production process.
- Alphabetize entries first by the surnames of senior authors and the first word or acronym of corporate authors; second, by the initials of the senior authors with the same surname; and third, by the surnames of junior authors. References by a single author precede multi-authored works by the same senior author, regardless of date. • List multiple works by the same author(s) chronologically, beginning with earliest date of publication.
- Distinguish papers by the same author(s) in the same year by putting lowercase letters after the date (1995a, 1995b).
- Use a long dash when the author(s) is/are the same as in the immediately preceding citation.
- “In press” citations must have been accepted for publication, and the name of the journal or publisher must be included.
- Insert a period and space after each initial of an author's name.
- Do not abbreviate journal names. Verify all entries against original sources, especially journal titles, accents, diacritical marks, and spelling in languages other than English.

### ***Tables***

- Tables may be included with the article or submitted as separate files.
- Double-space everything, including the table title and column headings.
- Use single horizontal lines to separate column heads and to indicate the end of the table—other horizontal lines are not needed. Never use vertical lines.
- Use sentence-style captions for tables, not fragments.
- Capitalize only the first letter of the first word in each column and row entry (except initial caps for proper nouns).
- Tab between column items—DO NOT “space” between columns.
- Type “NA” (not applicable) where no entry applies in the table body. Do not add filler dashes.

- Label footnotes with lowercase, superscript letters, starting from the beginning of the alphabet (a, b, c).
- Redefine, in the table's caption or in a footnote, any acronyms that are used in the table but are mentioned only infrequently in the text.

### ***Illustrations***

Illustrations are photographs, drawings, or figures. All illustrations will print in black-and-white unless an extra payment is made for color. Consult the editor about color costs if interested.

Prepare illustrations using professional standards, and consult issues of *Fisheries* for examples.

- For review on the manuscript tracking system, we prefer digital photos (or scans). However, original film photos and slides can be used for final production. The managing editor or production editor will contact you after acceptance and let you know when to send original photos.
- Identify all people who appear in photographs, and identify photographer or agency responsible for photo. Caption must be in sentence, not fragment, form. Photos are not considered figures and do not need to be referenced in the text.
- Electronic photos should have good contrast, a size of at least 4 x 6 inches, at least 300 dots per inch (dpi) resolution, and be saved in EPS, TIF, or JPG formats. For black-and white figures and graphs, please use a minimum resolution of 300 dpi. We cannot accept PowerPoint files. Hardcopy also must be submitted for production purposes after acceptance.

### ***Page Proofs and Reprints***

The corresponding author will receive page proofs of the laid-out article (usually sent as a PDF file via e-mail) approximately four to six weeks prior to publication. Check carefully for typographical errors and possible problems with the placement or captions of illustrations. Extensive revision is not allowed at this stage. Indicate any changes and return page proofs within 48 hours to Production Editor; AFS; 5410 Grosvenor Lane, Suite 110; Bethesda, MD 20814-2199; 301/897-8616; fax 301/897-8097; cworth@fisheries.org. Reprint ordering instructions will be provided to the corresponding author with the page proofs.

### ***Page Charges, Peer Review, and Copyright***

Charges are US\$85 per published page and are billed to the author within two months of publication. Page charges will be waived for topical review articles. AFS members may request full or partial subsidy of their papers if they lack institutional or grant funds to cover page charges. Technical reviews and acceptability of manuscripts are independent of the need for subsidy. All manuscripts will be reviewed by two or more outside experts in the subject of the manuscript and evaluated for publication by the science editors and senior editor. Authors may request anonymity during the review process and should structure their manuscripts accordingly. Papers are accepted for publication on the condition that they are submitted solely to *Fisheries* and that they will not be reprinted or translated without the publisher's permission. See "Dual Publication of Scientific Information," *Transactions of the American Fisheries Society* 110:573-574 (1981). AFS requires an assignment of copyright from all authors, except for articles written on government time or for the government that cannot be copyrighted. Authors must obtain written permission to reprint any copyrighted material that has been published elsewhere, including tables and figures. Copies of the permission letter must be enclosed with the manuscript and credit given to the source.

## **UNREVIEWED ARTICLES**

### ***Unit News and Other Departments***

AFS members are encouraged to submit items for the Unit News, Member Happenings, Obituaries, Letters to the Editor, and Calendar departments. Dated material (calls for papers, meeting announcements, nominations for awards) should be submitted as early as possible, but at least eight weeks before the requested month of publication. AFS Unit News and Letters should be kept under 400 words and may be edited for length or content. Obituaries for former or current AFS members may be up to 600 words long and a photo of the subject is welcome. Do NOT use the online manuscript tracking system to submit these items—the text and 300 dpi digital photos for all departments except the Calendar should be e-mailed to the managing editor at [bbeard@fisheries.org](mailto:bbeard@fisheries.org) or mailed to the address below. Calendar items should include the date, event title, location, and contact information, and should be sent to the production editor at [cworth@fisheries.org](mailto:cworth@fisheries.org). For information about submitting a Students' Angle column, please contact Student Subsection President Michael Colvin at [mcolvin@iastate.edu](mailto:mcolvin@iastate.edu).

### ***Fisheries News***

Brief items for the Fisheries News section are encouraged. Typical items include conservation news, science news, new programs of significance, major policy or regulatory initiatives, and other items that would be of interest to *Fisheries* readers. News items for the section should be no more than a few paragraphs; please consult the managing editor about submitting longer news articles.

### ***Fisheries Forum (formerly Guest Editorials)***

Authors are encouraged to submit most opinion pieces about fisheries science or management as essays for peer review. Occasionally, editorials about professional or policy issues may be inherently unsuitable for a scientific review. Sometimes these pieces are submitted by a committee, agency, or organization. Editorials should be 750–1,500 words, may be edited for length or content, and referred for outside review or rebuttal if necessary. A disclaimer may accompany Fisheries Forum editorials stating that the opinion is that of the author and not the American Fisheries Society.

### ***Book Reviews***

Please contact Book Review Editor Francis Juanes at 413/545-2758, [juanes@forwild.umass.edu](mailto:juanes@forwild.umass.edu), if you want to be added to the list of potential book reviewers. New books (preferably two copies) submitted for review should be sent to Francis Juanes, Department of Natural Resources Conservation, University of Massachusetts, Amherst, MA 01003-4210.

### **QUESTIONS?**

Contact Managing Editor Beth Beard;  
AFS; 5410 Grosvenor Lane, Suite 110;  
Bethesda, MD 20814-2199;  
301/897-8616, ext.220;  
[bbeard@fisheries.org](mailto:bbeard@fisheries.org).

Detailed instructions for using the online manuscript tracking system are available at: <http://fisheries.allentrack.net> Also see the *Fisheries* “Guidelines for Reviewers” at: [www.fisheries.org](http://www.fisheries.org).

**Fisheries 2010 Guide for Authors**

## **CHAPTER INFORMATION AND FORMATION GUIDELINES**

Chapters are the smallest geographically based subunits of the American Fisheries Society. They are formed because of mutual interests in local problems, projects, and accomplishments involving fisheries professionals. Generally, Chapters provide for interaction among professionals within restricted areas, such as individual states or provinces, contiguous states or provinces, or areas united by common interest. As subunits of Divisions, Chapter boundaries may not cross Division lines. Chapters serve as lines of communication from the local level to the Division and the National level and can increase the membership and thus the strength of the Society.

The following procedures may be used as a guide in the formation of a Chapter:

1. Poll groups and individuals who might have an interest in a local AFS Chapter (both AFS members and non members). Some suggested questions include:

Are you interested in the formation of a Chapter of the American Fisheries Society?

- ◆ How often, when, and where should meetings be held?
- ◆ What type of program should be incorporated with the meetings?
- ◆ Would you participate in the activities of the Chapter and, if so, be willing to serve as an officer or committee member?

2. If the poll indicates sufficient interest, then an organizational meeting should be held to determine objectives and to implement the following preliminary procedures:
  - ◆ Elect temporary officers (see enclosed sample bylaws)
  - ◆ Draw up a petition defining the purpose and geographic boundaries of the proposed Chapter, and obtain signatures of at least 25 Active AFS members (see enclosed sample petition). This petition should then be submitted to the Division President since it must be approved by the Division Officers before proceeding further.
  - ◆ Bylaws should be written using the enclosed sample bylaws as a guide.
  - ◆ After receiving approval of the petition from the Division President, the petition, slate of officers, and bylaws should be submitted to the Executive Director. The petition signatures will be verified for active membership and the bylaws sent to the AFS Constitutional Consultant for verification of conformity with the Society's Constitution, Bylaws, and Rules. Upon receiving the approval of the Constitutional Consultant and verification of the required number of signatures, the bylaws would then be submitted to the AFS Excom at its next meeting (semi-annual or annual). After Excom approval, the petition would be presented to the membership at the next Annual Business Meeting for approval. This membership approval is usually only a formality. The final step would be notification in writing by the Executive Director that the petition, bylaws, and slate of officers had been approved.

**Suggested purposes and responsibilities of Chapters are as follows:**

1. Facilitate communication among members regarding the conduct of the fisheries profession in the chapter's region.

2. Hold meetings, publish works, and perform other activities on a technical and semi-technical level that advance the status and performance of the fisheries profession in the chapter's region.
3. Determine the views of members relative to professional topics affecting their performance by conducting surveys and considering resolutions.
4. Present the views of chapter members to the Division membership, the national membership, and to the general public and governmental agencies of the chapter's region.
5. Hold annual meetings at which all bylaw responsibilities are carried out.
6. Serve as technical and professional advisors to governmental agencies within the chapter's region.
7. Promote the fisheries profession within the chapter's region through active and positive relations with journalists, governmental officials, special interest groups, other professional organizations, and the general public.
8. Promote the wise use of aquatic resources by initiating and participating in special projects that increase public awareness, expand participation, improve habitat, and protect fragile resources.
9. Represent the policies and positions of the full American Fisheries Society in aquatic resource discussions and controversies within your geographic boundaries.

Some of the above information and other details pertinent to chapters are to be found in the AFS Constitution and Bylaws beginning on page xxi in the AFS Membership Directory and Handbook. Section 9, pertaining to Chapters, indicates cross references which should be noted by the Chapter officers once the Chapter is operational.

A final important admonition for Chapter officers is to state the importance of reporting all activities, meetings, changes in leadership, and other business to the Division President, as well as the Executive Director of the Society. This chain of communication is necessary to maintain Society unity.

## **Procedure to Establish a Chapter's Student Subunit**

### Requirements

The prospective student subunit should have:

- Officers - President, Vice President or President Elect and Secretary
- Advisor on campus (Current Society and Chapter member)

The President will be a voting member on the chapter's EXCOM.

A student subunit can be formed two ways. The student subunit can petition the chapter for formal establishment and recognition or the chapter can invite a university to establish a subunit. The student subunit will submit a formal petition letter and bylaws to the chapter for approval. The chapter will then vote for a formal bylaw amendment by its membership. If the amendment passes, it will be presented to the Society's EXCOM for approval.

Upon approval by the Society, AFS will provide the student subunit:

- \* AFS Procedural Manual
- \* AFS Constitution and Bylaws
- \* Current Membership Directory

**AMERICAN FISHERIES SOCIETY**

\_\_\_\_\_ **DIVISION**

**BYLAWS**  
**of the**  
\_\_\_\_\_ **CHAPTER**

**Section 1. NAME AND OBJECTIVES**

- (a) The name of this organization shall be the \_\_\_\_\_ Chapter of the American Fisheries Society hereinafter referred to as the Chapter.
- (b) The objectives of the Chapter shall be those of the American Fisheries Society set forth in Article I of the Constitution, and especially, to encourage the exchange of regional and other technical information among members of the Society who belong to this Chapter.
- (c) All activities of this subunit shall conform to the Society's Constitution, Bylaws, and Policies.

**Section 2. MEMBERSHIP**

The membership of the Chapter shall be composed of those Active Members of the American Fisheries Society who have an interest in the fisheries and related issues for impact on the State/Province of \_\_\_\_\_.

*{The following sentence need only be inserted if an Affiliate Member category is defined.}* In accordance with the Constitution of the Society, only AFS members may hold office, serve as committee chairs, or vote on Chapter business.

**Section 3. MEETINGS**

The Chapter shall hold at least one meeting annually at a place designated by its Executive Committee.

**Section 4. OFFICERS**

- (a) The officers of the Chapter shall consist of a President, a President-Elect, and a Secretary-Treasurer, although the Secretary-Treasurer may be split between two people, if desired.
- (b) Officers shall be elected at a meeting or by mail ballot received by members at least 30 days prior to the annual meeting; however, the elected officers shall coincide with those of the Parent Society officers. Officers shall serve for one term; however, the Secretary-Treasurer may serve more than one term. If an officer is vacated, the Executive Committee shall appoint a qualified replacement to fill the remainder of the term.

**Section 5. DUTIES OF OFFICERS**

The President of the Chapter shall preside at all meetings, chair the Executive Committee, make recommendations as a voting member of the Division's Executive Committee and a non-voting member of the Division's Executive Committee and perform other duties and functions authorized by the Chapter's Executive Committee.

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

(c) The Secretary-Treasurer shall keep the official records of the Chapter, submit minutes of the Chapter meetings to the Society's Executive Director and the Division's Secretary-Treasurer within 30 days after each meeting, disburse funds as authorized by the Executive Committee or the membership, submit a report of receipts and disbursements at the annual Chapter meeting, and discharge other duties as required by appropriate Society officers.

#### Section 6. EXECUTIVE COMMITTEE

The Executive Committee of the Chapter shall consist of elected officers, the immediate Past President, and other members as may be appointed by the President. The Executive Committee is authorized to act on behalf of the Chapter between annual meetings.

#### Section 7. CHAPTER COMMITTEES

Committees and Chairpersons 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 Committees shall cease to function upon the discharge of the duties for which they were appointed.

#### Section 8. VOTING AND QUORUM

- (a) All decisions at meetings are decided by a simple majority vote, except for amendments to the Bylaws.
- (b) A quorum at any meeting for transaction of official business shall be one-third of the Chapter membership, except that members present may approve a lesser number for a given meeting, if circumstances dictate.
- (c) 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

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

#### Section 10. AMENDMENTS TO BYLAWS

- (a) The Bylaws may be amended by a two-thirds majority approval of those members voting, provided that notice of the proposed amendment(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.
- (b) Following approval by Chapter membership, bylaw amendments must be submitted to the Executive Director at least 45 days before the next meeting of the Society's Executive Committee.
- (c) Law amendments shall not be implemented until they have been approved by the Society's Executive Committee.

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

# PETITION

## To the Governing Board of the American Fisheries Society

The following members in good standing of the American Fisheries Society wish to establish a local Chapter within the \_\_\_\_\_ Division of the Society. This Chapter is to be open to all members of the Parent Society who \_\_\_\_\_.

The name of this chapter shall be the \_\_\_\_\_ Chapter of the American Fisheries Society. The purpose of the Chapter is to \_\_\_\_\_

---

Date: \_\_\_\_\_

<u>Name</u>	<u>Address</u>	(email)	<u>Phone</u> <u>Number</u>
-------------	----------------	---------	-------------------------------

(Please provide a printed typed list of the names in the same order as the signatures to facilitate checking the names against our membership records.)

1. \_\_\_\_\_

Signature: \_\_\_\_\_

2. \_\_\_\_\_

Signature \_\_\_\_\_

3. \_\_\_\_\_

Signature \_\_\_\_\_

4. \_\_\_\_\_

Signature \_\_\_\_\_

5. \_\_\_\_\_

Signature \_\_\_\_\_

6. \_\_\_\_\_

Signature: \_\_\_\_\_

7. \_\_\_\_\_

Signature \_\_\_\_\_

8. \_\_\_\_\_

Signature \_\_\_\_\_

9. \_\_\_\_\_

Signature \_\_\_\_\_

10. \_\_\_\_\_

Signature \_\_\_\_\_

## **SECTION INFORMATION AND FORMATION GUIDELINES**

Sections are subunits defined by professional interests, and are intended to advance the Society's objectives within the various disciplines of fisheries science and practice. Sections are formed when a group of members decides that sufficient interest exists on a topic to sustain a viable long-term organization. Sections have no geographic boundaries.

The following procedures will guide the formation of a Section:

1. Poll groups and individuals who might have an interest in the proposed Section (both AFS members and non members). Some suggested questions include:

Are you interested in the formation of a (discipline/professional interest) Section of the American Fisheries Society?

- ◆ What type of program should be incorporated with the meeting?
  - ◆ How much would you be willing to pay for annual dues?
  - ◆ Would you participate in activities of the Section and, if so, be willing to serve as an officer or committee member?
  - ◆ Do you believe there are sufficient issues pertaining to this discipline or area of professional interest to sustain a Section?
2. If the poll indicates sufficient interest, then an organizational meeting should be held to determine objectives and to implement the following preliminary procedures:
    - ◆ Elect temporary officials (see enclosed sample bylaws).
    - ◆ Draw up a petition defining the purpose of the proposed Section, and obtain signatures of at least 100 Active AFS members (see enclosed sample petition). Those signing the petition do not necessarily wish to be Section members, only to believe in the need for such a Section. However, at least 50 Section membership pledges must be obtained before a petition may be submitted for approval.
    - ◆ Bylaws should be written using the enclosed sample bylaws as a guide.
    - ◆ The petition, membership pledges, slate of officers, and bylaws should be submitted to the Executive Director. The petition signatures and the signers of the membership pledges will be verified for active membership and the bylaws sent to the AFS Constitutional Consultant for verification of conformity with the Society's Constitution, Bylaws, and Rules. Upon receiving the approval of the Constitutional Consultant and verification of the required number of signatures, the bylaws would then be submitted to the AFS Excom at its next meeting (semi-annual or annual). After Excom approval, the petition would be presented to the membership at the next Annual Business Meeting for approval. This membership approval is usually only a formality. The final step would be notification by the Executive Director that the petition, bylaws, and slate of officers had been approved.

**Suggested purposes and responsibilities of Sections are as follows:**

1. Facilitate communication among members regarding the new development involving the interest-area of the Section.

2. Hold meetings, publish works, and perform other activities on a technical and semi-technical level that involve the scope of the Section.
3. Determine the views of Section members relative to professional topics within the interest-area of the Section conducting surveys, considering resolutions and convening expert panels.
4. Present the views of Section members to the Society membership, the professional, the public and governmental decision-makers.
5. Hold annual meetings at which all bylaw responsibilities are carried out.
6. Serve as technical and professional advisors to AFS Officers and staff and to governmental agencies on topics pertaining to Section interest-areas.
7. Promote the fisheries profession within the scope of the Section through active and positive relations with the media, government officials, special interest groups, other professional organizations, and the general public.
8. Promote the wise use of aquatic resources by initiating and participating in special projects that increase public awareness, expand participation, improve habitat, and protect fragile resources.
9. Represent the policies and positions of the full American Fisheries Society in aquatic resource discussions and controversies that fall within the scope of the Section.

# Check List for Approval of Student Subunits

## ***Prepare bylaws and a slate of officers.***

Prepare bylaws (**sample is enclosed**) and a slate of officers. A petition to create a Student Subunit must be signed by at least six Active Members and an AFS member faculty advisor at a University or College.

## ***Contact the your local chapter to inform them of your interest in forming a student subunit.***

Contact your local AFS **Chapter** to discuss your interest in forming a Student Subunit during your initial planning stages.

## ***Submit bylaws and slate of officers to Unit Services Coordinator.***

Submit bylaws and a slate of officers to Unit Services coordinator at The American Fisheries Society. The Unit Services Coordinator will start a file for the student subunit and forward the documents to the constitutional consultant for review.

## ***Constitutional consultant reviews and comments on bylaws.***

A letter will be issued from the constitutional consultant with comments on the bylaws.

## ***Forward bylaws to your local State Chapter.***

After approval from the constitutional consultant, bylaws are ready to be forwarded to the local state chapter. At this point the state chapter membership will vote on whether to modify their bylaws to reflect the existence of the student subunit. If the membership approves the bylaw change, the state chapter will pass their modified bylaws to the constitutional consultant for review.

## ***Governing board approval of revised bylaws.***

The final step of the process is that the bylaws will be brought before the governing board for a final vote of approval.

(Chapter/Division/Section letterhead)

**FOR IMMEDIATE RELEASE:**  
**(date and year)**

**CONTACTS: (2 names, day & night phone #)**

### **AMERICAN FISHERIES SOCIETY CHAPTER ELECTS NEW OFFICERS**

John Smith, a fisheries biologist for the state Department of Natural Resources (DNR) in Monterey, Calif., has been elected president of the California-Nevada Chapter of the American Fisheries Society. Smith will serve for one year as head of the 120-member chapter.

Brenda Johnson, an aquatic educator in Los Angeles, is the new vice president, and Joseph Brown, a fisheries manager for the Federal Energy Regulatory Commission in Monterey, is secretary-treasurer.

The American Fisheries Society is an international nonprofit organization of fisheries professionals. The California-Nevada Chapter aims to educate the public and policy makers about fisheries issues and to improve the skills of fisheries professionals.

(Chapter/Division/Subunit Letterhead with attached fact sheet)

**FOR IMMEDIATE RELEASE:**  
**(Date and year)**

**CONTACTS: (2 names, day & night phone #)**

### **GREEN-SPOTTED TROUT ENDANGERED, SAYS AFS CHAPTER**

The green-spotted trout, a fish found only in two southern Alabama streams, should be listed as endangered, according to the Alabama Chapter of the American Fisheries Society. The chapter, whose 45 members are fisheries professionals, is urging the listing because of the high risk that drought and agricultural runoff are significantly degrading the species' critical spawning habitat.

"All other efforts to protect the green-spotted trout have proven unsuccessful," said Joe Shmoe, chapter president. "Federal protection under the Endangered Species Act (ESA) is the only remaining chance this species has to survive and hopefully recover."

Chapter members have been gathering evidence of the fish's status for more than a year and will send in a formal listing request today. Under the ESA, the U.S. Fish and Wildlife Service has one year in which to review data and decide whether listing is appropriate.

The American Fisheries Society is an international nonprofit organization of fisheries professionals. The Alabama Chapter aims to educate the public and policy makers about fisheries issues and to increase the skills of fisheries professionals.

# **GREEN-SPOTTED TROUT INFORMATION SHEET**

Information should include

- 1) some natural history
- 2) population information
- 3) discussion of threats
- 4) location of the critical habitat
- 5) if citizens can do anything

## **OTHER POSSIBLE STANDARD RELEASES**

- 1) Awards (Chapter, Section) -- announcement of nominations, announcement of winners (ask winners if they have media they want release sent to, such as alumni magazines and professional journals), announcement of any chapter honors.
- 2) Annual meetings -- meeting announcement for calendar/business sections, release of meeting information -- agenda, plenary speakers, keynote speaker. Have a checklist of what should be included in a standard meeting press kit.

## USING THE MEDIA: A SUBUNIT GUIDE

Working with the media is not nearly as intimidating as people think. Reporters and broadcasters simply want to educate the public about current events and issues. These professionals cannot do that, however, without help from outside sources of information -- namely, you!

What do American Fisheries Society (AFS) members and subunits do that could be considered "news?" Propose listing of a fish species as endangered or threatened, sponsor fishing derbies for children, comment on proposed legislation, give awards and scholarships, restore riparian areas -- these are just a few of the newsworthy activities that could attract positive media coverage. To AFS members, news coverage can transfer into many benefits:

- o free publicity for subunit events, programs, and meetings
- o new members
- o increased community support for conserving fisheries resources
- o visibility as a source of scientifically based fisheries information
- o better public understanding of AFS, its goals, and its involvement in professional and conservation issues.

Effective use of the media can even pressure public officials and other policy makers to take action on a problem.

## HOW TO BEGIN

Make a complete list of all local newspapers and magazines (daily, weekly, and monthly), TV, and radio stations. The aim is to make "contacts" -- editorial page writers, local news broadcasters, journalists who regularly cover the environment or community beats. Your local library will have two important reference books that make this job easy: the latest issues of Editor and Publisher Yearbook and Broadcasting Yearbook. Both list, by state, all the media outlets and their addresses, phone numbers, and even the beat reporters' names. Don't forget to add any publications distributed by state natural resources agencies and commissions. Look in the blue government section of the phone book for the numbers to call for this information. Also, list any wire service correspondents and free-lance outdoor writers who have written about or shown an interest in fisheries or AFS.

Appoint a Chapter member or officer to act as media liaison. This member is responsible for developing regular contact with journalists, perhaps inviting them to attend AFS meetings or events. Reporters are more likely to call people they know and trust for information, so mail them copies of your newsletters and offer yourself as a "source" for facts or comments on fisheries issues. Before you say anything, however, make sure the Chapter has clearly chosen its position. A unified front is the best front.

Know and respect deadlines. Every type of publication or broadcast has a series of deadlines. Be aware that most reporters would cut off a hand rather than miss a deadline. After all, a large portion of their job depends on their ability to relay information clearly, concisely, and quickly. Daily newspapers run certain sections on particular days, have different deadlines for news stories than for features, and operate by a variety of other influential factors. Generally, though, you can almost never be too early. Opinion pieces (those opinion articles written by an individual not on the publication staff) for Sunday often need to be in by Wednesday. Weekly newspapers want information several days, if not weeks, ahead of time. For calendar listings, two-week notice is often required. Monthly publications work two to four months in advance. Call the paper or station for its deadline schedule. Avoid calling journalists an hour before their deadlines unless you have something earth-shaking to add. For the best coverage, subunits are usually better off holding events mid-morning, rather than late afternoon or evening.

## WHAT JOURNALISTS WANT

A local angle is essential unless a reporter is writing for a national publication or network. You as a local citizen and Chapter can be that angle, as can the issue or event you want covered.

Timeliness is another key consideration, so keep up with trends in environmental and community news coverage. If you see a story on water pollution, for instance, you may want to call the reporter about the possibility of a second article about the effects of water pollution on fisheries.

Good research and interesting quotes carry a lot of weight in the news process. Do your homework by finding the facts and "hook" necessary to snag a journalist's interest. Your Chapter is starting a riparian restoration project? Outline details such as why riparian zones are important, why your Chapter decided to take on the project, whom you hope to involve locally, which waterways you are working on, and what a riparian zone is. Avoid jargon in your statements.

Specific examples and possible solutions to a local problem add depth, color, and purpose to a story. Anecdotes are also helpful if they make a clear point. Taking the journalist to a healthy, fish-laden stream and then to a polluted one creates a foundation for comparison on which the reporter can build. Point out helpful details, such as how to recognize good and poor qualities in streams, and describe what local citizens can do.

Trustworthy, knowledgeable source are critical to journalists. Know your stuff but also offer the names of other people familiar with your issue and organization.

## WRITING THE RIGHT PRESS RELEASE

If your Chapter is trying to publicize a meeting or event, often a press release is the best course of action. You don't have to be a best-selling author to write an effective press release, but you do have to

know some tips that will allow your release to follow the standard format yet stand out from the 200+ other releases the average daily newspaper receives each day.

The goal is to communicate all the necessary information clearly and concisely. Reporters have very little time to browse through a lot of unimportant materials. Keep your message short and straightforward. Rarely should a release be longer than one page. If you want to include background information, attach a fact sheet, but the key information should remain on the front page of the release.

- o Type double-spaced, leaving wide margins. Use Subunit letterhead stationery if possible, although clean typing paper is fine. In the top left corner, write the date and underneath it "FOR RELEASE (DATE)" or "FOR IMMEDIATE RELEASE" in capital letters.
- o On the top right side of the page, write "CONTACTS:" and the names, titles, and **day and evening** phone numbers of **two** subunit contact people. If a reporter needs more information, he or she must be able to reach someone quickly, not just during hours convenient for you.
- o Skip a few lines down and write a brief, catchy headline that summarizes your release. Capitalize, center, and underline it. Include the Chapter name. Example: Idaho AFS Chapter To Give Fisheries Scholarship.
- o Skip more lines and start the first -- and most important -- paragraph. Cover the basics: what is happening, who is doing it, when and where is it happening. If relevant include why the event is occurring, but if the explanation is anything longer than a few words, keep it for the following paragraphs. Be sure to include the weekday before the date of an event and a full street address, not just "Smith Park." Time of the event should always note a.m. or p.m.
- o The second and following paragraphs will expand on the first, including information such as cost, registration, parking availability, and more event details. A quote from a subunit officer or project coordinator is always useful; keep it short and snappy. Use the person's full name and title when attributing a speaker's first quote, and just the last name when attributing any that follow. Keep all paragraphs short.
- o Skip a few lines and write a sentence or two identifying your subunit and its goals. Example: Founded in 1908, the Missouri Chapter of the American Fisheries Society works to promote professionalism of fisheries scientists and conservation of fisheries resources throughout the state and nation.
- o Three days after mailing your release, call the journalist to ensure it was received and to answer any questions. Don't hesitate to invite the reporter to the event or subunit meeting.

## PICTURE IT

Pictures really are worth 1,000 words, so don't forget to shoot plenty of them. You can always offer them to newspapers, and photos are a great way to document your subunit's activities throughout the year. Use 35mm, black-and-white film, and try to shoot people in action. No zombies with frozen smiles, please. People like to watch their neighbors doing something, so plan to catch them in the act of diving to do a squawfish census, teaching a youngster to fish, or doing other active projects.

Include no more than four people per picture (faces should be at least the size of a dime), and watch for dark shadows that could obliterate features. Develop the roll as quickly as possible, and identify each person by name and title on labels taped firmly to the back of the picture. Do NOT use pen directly on the back of your photos! If your event is of local importance or has strong visual possibilities, call local TV stations. Crews are often looking for good feature and news stories. Write "ATTENTION: PHOTO EDITOR" on the bottom of any related press releases, and note some photo possibilities -- kids catching their first fishes, people planting trees along a stream to shade water, etc.

### **Surviving the Interview**

Due to your excellent press release, several reporters say they will cover your event or meeting. Now what? Journalists should be greeted by the Chapter media liaison, introduced to key Chapter officers, then left to do their job. The liaison should wear a large nametag if the event is large and well-attended by the press.

Be prepared for an interview. Granted, relaxing can seem impossible when lights are shining in your face and a microphone is stuck under your nose, but these are minor discomforts compared to the tremendous benefits of good publicity.

Look directly in the eyes of the interviewer. This is very important as it keeps you from looking insecure. Print media interviews are much easier because the reporter has a simple pad of paper, pen, and possibly a tape recorder, so keep rephrasing the points you want to make and why they are important.

Speak slowly, clearly, and courteously. Never swear or make libelous accusations about people. Be truthful and honest. If you don't know something, don't make it up -- just say you're not sure but will find out and let the reporter know. Don't forget to mention your Chapter's name and organization! Spelling out the organization's name never hurt, either.

Ask a spouse or fellow AFSer to act like a reporter for a dry run. Although it sounds hokey, working out your answers to the most obvious questions (What are the goals of your organization? Why is this event important to the community?) in advance helps you prioritize points and feel more confident when you hear a question you've answered before.

The more you work with the press, the easier it becomes, so take that deep breath, pick up the phone, and start calling! Still unsure of yourself? Give AFS headquarters a call at 301/897-8616 for more media tips. We're happy to help you get your subunit in the news!

## A PRIMER ON ROBERT'S RULES OF ORDER

The following items on parliamentary procedure have been freeze-dried and packaged for AFS Governing Board members, regardless of their level of experience in or knowledge of these metaphysical matters. If all members keep these items at the ready, no business need be conducted improperly and all nagging doubts and uncertainties will be dispelled. Only the more common motions are reviewed here; your CC will keep some rules to himself/herself to delude the Governing Board into feeling a need for their presence and services. You will note that some fodder for obstructionists has been included in the last section.

**A. Main Question or Motion** - Only one main question or motion may be before the group at one time. This motion has the lowest precedence of all motions. For our purposes, this, and all other motions, may be described with six questions:

- |    |   |          |
|----|---|----------|
| 1. | May this motion apply to other motions?                                 | No       |
| 2. | May the mover of this motion interrupt another member who is speaking?  | No       |
| 3. | Must a member be recognized before speaking or making a motion?         | Yes      |
| 4. | Must a motion be seconded before officially before the Governing Board? | Yes      |
| 5. | Is this motion debatable?   | Yes      |
| 6. | What vote is required for adoption?                                     | Majority |

**B. Rising to a Point of Order** - Usually used to point out that a mistake has been made, such as two main motions on the floor.

- |    |                         |                   |
|----|-------------------------|-------------------|
| 1. | Applies to...           | Any motion or act |
| 2. | May interrupt...        | Yes               |
| 3. | Requires recognition... | No                |
| 4. | Requires second...      | No                |
| 5. | Debatable...            | No                |
| 6. | Vote required...        | No                |

**C. Withdrawal of a Motion** - Of interest here is that the seconder does not have to agree or even be consulted. The mover simply asks that his/her motion be withdrawn. If someone objects, then another member, without second, moves that the original mover be allowed to withdraw his/her motion as follows:

- |    |                         |            |
|----|-------------------------|------------|
| 1. | Applies to...           | Any motion |
| 2. | May interrupt...        | No         |
| 3. | Requires recognition... | Yes        |
| 4. | Requires second...      | No         |
| 5. | Debatable...            | No         |
| 6. | Vote required...        | Majority   |

**D. To Table and to Take from the Table** - Because these two work in a similar fashion, they are combined here for easy reference.

	<u>Table</u>	<u>Take from Table</u>
1. Applies to...	Main question	Tabled motion
2. May interrupt...	No	No
3. Requires recognition...	Yes	Yes
4. Requires second...	Yes	Yes
5. Debatable...	No	No
6. Vote required...	Majority	Majority

- E. To Close or Limit Debate** - The old, brief way was to say "I move the previous question" but is no longer used in modern times. A member may either move to close debate or to limit debate to # minutes. Merely calling out "Question" does not limit debate unless the chairman wishes to call for the vote.

1. Applies to...	Any debatable motion
2. May interrupt...	No
3. Requires recognition...	Yes
4. Requires second...	Yes
5. Debatable...	No
6. Vote required...	2/3 majority

### **Other Motions of Interest**

- 1. To postpone indefinitely.** This motion is used only by the opposition to an unexpected main question/motion and serves to open the main motion to debate. When the vote comes on this postponement motion, there are the usual two outcomes. If the motion to postpone is carried, the opposition has won. Only a motion to reconsider (see item 2 below) can bring the main question back to the floor. If the postponement motion is defeated, the opposition knows the strength of those favoring the main motion.

1. Applies to...	Main Question
2. May interrupt...	No
3. Requires recognition...	Yes
4. Requires second...	Yes
5. Debatable...	Yes
6. Vote required...	Majority

### **Other Motions of Interest (continued)**

- 2. To reconsider.** This applies to a main motion that has already been voted on at the same meeting and is used when someone wishes to attempt to change the outcome. The mover may interrupt a speaker and needs no recognition from the chair. A second is required, however. If passed, further discussion ensues and another votes is taken on the main motion.

1.	Applies to...	Any motion except adjourn, suspend rules, lay on table
2.	May interrupt...	Yes (for entry)
3.	Requires recognition...	No
4.	Requires second...	Yes
5.	Debatable...	Yes (if motion was debatable)
6.	Vote required...	Majority

# **Format and Guidelines for Reports to Governing Board**

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## Memorandum

To: Current AFS President

From: Name and AFS subunit affiliation reporting capacity

Subject: (Year) mid-year or annual report to the Governing Board

**Action Requested:** If none, so state. If you are requesting a decision of the Governing Board, state it here. You may include any justification and the consequences of making a yes or no decision. Your committee has been deliberating this action and here is where you sell it to the Governing Board. If further work is needed, you should suggest an appropriate subunit/committee to do it.

**Recommended Motion:** If none, so state. This is one of the most important sections of your report. Word your motion carefully and try to cover any contingencies. Poorly worded motions may cause unnecessary debate and may even cause your motion to fail. If funds are required to carry out the motion, the amount should be included.

**Committee Charge:** This is a re-statement of the charge given to you by the President or taken from the AFS Procedural Manual or Handbook.

**Background:** Include the reasons for this assignment and what you tried to accomplish. Especially important is a review of previous Governing Board debates, discussions, and decisions on this issue. We don't have a long institutional memory and therefore, we need to turn over the same old rocks again, but quickly.

**Findings/Conclusions:** Briefly describe the results of committee deliberations. This can be done with "bullets" or short summary statements.

**Minority View:** Since there is rarely complete consensus on any issue, use this section to summarize the views of dissenting members.

**Funding Source:** If your committee/subunit has suggestions on where money might be found to support the requested action, include them here. If partial funding has already been obtained, so state. This would likely improve your chances of selling your motion. Be creative here, such as those among you who are seeking grants/contracts! Too often, funds are requested and AFS staff instructed to raise them. AFS is not a granting institution and our discretionary funds are usually minimal.

## NOTES ON CONDUCTING MEETINGS

1. In conducting a meeting, the chair will set the tone and can help move along the business. Robert's Rules are a time-honored means of assisting in this.

2. On obvious actions the chair, while being sensitive to the group's wishes, can rule to facilitate action:

"Hearing no further discussion, we will vote on the question..."

"If there are no further nominations, nominations are closed (and the slate elected if only one person nominated!)"

"Minutes accepted"

"In view of the time and the discussion already heard, let's hear one more person for and against the motion and then vote..."

"There being no new business, this meeting is adjourned." & etc.

3. Committee reports and financial reports or similar informational presentations do not require a vote of acceptance. If a committee report recommends some action, the presenter of the report should indicate this in the form of a motion (no second needed for a committee initiated motion).

"The committee nominates the following candidates.."

"The committee moves approval of the resolution..."

4. The chair in handling a motion should insure that:

- A. It is made by recognized members
- B. The motion is seconded if needed
- C. The chair should state the motion before the vote is made
- D. Results of the vote are announced, "Motion is passed"

## **TIMELINE FOR SPECIAL EVENT PUBLICITY**

1. 6-10 weeks prior to event
  - ◆ Mail invitations or announcements.
2. 4 weeks prior to event
  - ◆ Start placement of public service announcements
3. 3 weeks prior to event
  - ◆ Place newspaper announcement of event
4. 2 weeks prior to event
  - ◆ Try to get news feature story about event or persons involved in event
5. 1-2 weeks prior to event
  - ◆ Get announcements in weekly and community newspapers
6. Day before the event
  - ◆ Finalize coverage of event itself. Arrange for volunteer escorts for press representatives.
7. Week after the event
  - ◆ Plant stories of results of event. Send thank you letters for press coverage.

# **TRADE SHOW ARRANGEMENTS**

## **I. FACILITIES**

### **A. Space**

1. Determine the number of booths you will be able to sell.
2. The Annual AFS trade show uses a minimum of 30,000 sq ft for a minimum of 75 booths
3. Booths should be 8 x 10 or 10 x 10
4. Space is needed for trade show registration and information
5. Space is needed for refreshments and coffee breaks

### **B. Consider Additional space for**

1. Poster sessions
2. Raffles
3. Book sales
4. AFS local chapter display
5. Following year's meeting display
6. Miscellaneous
7. Cyber cafe

## **II. CONSIDERATIONS FOR SITE SELECTION**

### **A. Negotiating space rental**

1. When using the vast majority of guest rooms and space in a hotel, you should almost never have to pay for exhibit space. If free space is not possible, determine the structure of the rate:
  - a. net square footage (space occupied by booths only) - negotiate for free space for any booths that AFS occupies
  - b. gross square footable (includes isles and dead space)
  - c. price per day - negotiate for free set-up and tear-down days
2. Food and beverage
  - a. coffee should be served in the exhibit area twice a day
  - b. one mixer or cocktail reception should be held in the exhibit area
  - c. is lunch service available to exhibitors so they don't have to leave their booth unattended
3. Security  
Is security mandatory? If so is it provided by the facility or will AFS have to hire security guards?
4. Insurance requirements, union rules, other restrictions
5. Location  
Is it desirable to have the trade show located as close as possible to the technical sessions

## **III. ARRANGEMENTS**

- A. The trade show coordinator and committee responsibilities include:
1. Developing promotional material for marketing to prospective exhibitors (AFS Bethesda office has a database)
  2. Handling booth reservation forms, booth assignments and all related correspondence
  3. Handling booth payments -- if desired by meeting chair
  4. Acting as show managers/floor personnel
  5. Negotiating local contracts for pipe and drape, drayage, security, trade show social
    - a. Each booth should include pipe and drape, a 6' or 8' draped table, two chairs, a sign, and a waste basket. If affordable, provide electricity. These expenses should be considered when arriving at the booth fee.
    - b. Drayage company is needed to receive exhibitors goods before the show and will assist with shipping the goods home (usually the pipe and drape company offers these services-- this is not a cost for AFS - the exhibitors pay for this)
  6. Working closely with facility staff on details, floor plan, coffee break schedules, etc.
  7. Developing a budget for the show

## **SUMMARY**

Exhibitors want to be assured that the fee they have spent for the booth will result in sales! As a "show manager" you should pay special attention to their needs and wishes.

Try to give meeting registrants ample time to visit the trade show. Hosting coffee breaks, meals, and socials in the trade show hall are excellent ways to draw people into the show.

Provide exhibitors with a listing of local sights, restaurants, and hotels so they can familiarize themselves with the area.

Have plenty of spare floor plans and exhibit location guides to hand out to trade show attendees. Allow exhibitors to do demonstrations.

# American Fisheries Society

## 2010 Subscription Rates

The serial publications of the American Fisheries Society include:

*Transactions of the American Fisheries Society*

(ISSN 1548-8659) (Vol. 139, bimonthly)

*North American Journal of Fisheries Management*

(ISSN 1548-8675) (Vol. 30, bimonthly)

*North American Journal of Aquaculture*

(ISSN 1548-8454) (Vol. 72, quarterly)

*Journal of Aquatic Animal Health*

(ISSN 1548-8667) (Vol. 22, quarterly)

*Fisheries*

(ISSN 0363-2415) (Vol. 35, monthly)

**Note about online subscriptions.** There are two subscription options available for online access – —current|| and —Fisheries InfoBase.|| The current subscription (covered under —Library packages,|| —Institutional packages,|| and —Individuals|| directly below) provides access to AFS journals from 2005-2010. The Fisheries InfoBase subscription (described at bottom of page) provides access to AFS journals from 1872-2004. You may subscribe to either or both subscriptions.

## Library packages

### Complete (All AFS journals plus *Fisheries*)

	Online	Both P/O	Print	Online	Both P/O
North America (USA, Canada, Mexico) Rest of World Print					
\$1,340	\$1,265	\$1,480	\$1,430	\$1,265	\$1,550

### Journals Only (AFS journals only)

	Online	Both P/O	Print	Online	Both P/O
North America (USA, Canada, Mexico) Rest of World Print					
\$1,200	\$1,135	\$1,340	\$1,285	\$1,135	\$1,440

## **Institutional packages**

### ***North American Journal of Aquaculture only***

<b>North America (USA, Canada, Mexico) Rest of World</b>	<b>Print</b>	<b>Both P/O</b>	<b>Online</b>	<b>Print</b>	<b>Online</b>	<b>Both P/O</b>
<b>Print</b>	\$340	\$362	\$380	\$317	\$317	\$410

### ***Journal of Aquatic Animal Health only***

<b>North America (USA, Canada, Mexico) Rest of World</b>	<b>Print</b>	<b>Both P/O</b>	<b>Online</b>	<b>Print</b>	<b>Online</b>	<b>Both P/O</b>
<b>Print</b>	\$340	\$362	\$380	\$317	\$317	\$410

## **Individuals**

### ***Transactions of the American Fisheries Society***

<b>North America (USA, Canada, Mexico) Rest of World</b>	<b>Print</b>	<b>Both P/O</b>	<b>Online</b>	<b>Print</b>	<b>Online</b>	<b>Both P/O</b>
<b>Print</b>	\$55	\$80	\$65	\$25	\$25	\$90

# 24 Reasons to Belong to AFS

*What does your dues dollar buy you? Here are 24 reasons to renew each year:*

- (1) You can participate in one or more of our 50-plus Chapters and student subsections, 20-plus “Sections” organized by interest or discipline (subjects range from genetics to computer use), 4 regional Divisions, and 50-plus Committees.
- (2) You receive *Fisheries* magazine monthly and learn about science and resource issues, Society happenings, legislation, trends, and developments in the profession.
- (3) You can order your award certificates at <http://www.fisheries.org/afs/awards.html> and save valuable time.
- (4) You can enhance your professional development by learning valuable organizational, management, and communication skills as an AFS leader.
- (5) You may subscribe to one or all four peer-reviewed fisheries journals and stay abreast of the science and its application. Journals include [Transactions of the American Fisheries Society](#), [North American Journal of Fisheries Management](#), [North American Journal of Aquaculture](#), and the [Journal of Aquatic Animal Health](#).
- (6) You receive discounts on registration fees at AFS meetings, symposia, and continuing education programs.
- (7) You may attend the AFS annual meeting, which usually attracts more than 1,000 fisheries professionals from around the world. Top keynote speakers, a diverse program of more than 500 papers and symposia, and outstanding networking opportunities keep this meeting a must-go on most members’ calendars.
- (8) You may buy text and reference books, fish photos, and videos at a special reduced member price of up to 40% off.
- (9) You can take advantage of our half-price young professional or retired memberships.
- (10) Full time student dues are only \$20.00 annually, and online access to all AFS journals and their archives is included. As a student member you may compete for Skinner Memorial Fund travel grants and AFS subunit grants to attend AFS scientific meetings.
- (11) You can conveniently and easily network with other fisheries professionals—one may have a new job or a better way of doing something that makes your work easier!
- (12) You can visit the AFS World Wide Web site and get the latest information on what’s new in the Society, register for the annual meeting, monitor current legislation and events; order publications; search for a job from the many job listings and hotlinks to other employment sites; and more. The address is <http://www.fisheries.org>.

**(13)** You can become certified as an Associate Fisheries Professional or Certified Fisheries Professional. See: <http://www.fisheries.org/afs/certification.html>.  
In some states, this can mean up to a 5% salary premium.

**(14)** You can express your views and get peer feedback on important fisheries policy issues. Your voice will be added to others that form the science-based foundation for AFS policy statements, legislative briefing statements, and other documents of interest to important decision makers. Among AFS top legislative initiatives are generating more funding for fisheries programs and achieving better management and use of fisheries resources.

**(15)** You can deduct your membership dues and contributions from your income taxes (more than 3% of Average Gross Income for those members in the United States).

**(16)** You can use data from the Society's periodic salary surveys to help your agency achieve salary parity.

**(17)** You can receive videotapes, slides, brochures, and other materials on loan for your fisheries programs.

**(18)** You can learn about the latest fisheries-related products and services by visiting exhibitors' booths at the annual trade show.

**(19)** You receive discounted advertising rates in *Fisheries*.

**(20)** You may submit articles about your work and opinions for possible publication in one of the Society's journals or *Fisheries*.

**(21)** You might achieve your professional goals by serving on one or more of the dozens of AFS Committees, including resource policy, membership, professionalism, awards, and resolutions.

**(22)** You could write a chapter or serve as editor of one of the Society's many text or reference books.

**(23)** You may become a leader in your Chapter, Division, or Section and perhaps continue on to become an AFS international officer.

**(24)** You have an opportunity to show that you believe in the importance and future of the fisheries profession by being part of the oldest, largest international fisheries science society in the world. The American Fisheries Society stands ready to help you with all of your efforts to sustainably manage and conserve fish and aquatic habitats. Invest in your future!  
For more information about membership in the AFS, contact Eva Przygodzki; AFS; 5410 Grosvenor Lane, Suite 110; Bethesda, MD 20814-2199; 301/897-8616, 203;  
[eprzygod@fisheries.org](mailto:eprzygod@fisheries.org).

Join Now! See: <http://www.fisheries.org/afs/membership.html>

# **AFS STUDENT BENEFITS**

## **Enhancing Professionalism: Awards and Grants for Student Members of the American Fisheries Society**

By Elise R. Irwin, Frank J. Rahel, Donna L. Parrish, and David H. Wahl

Recognizing excellence through awards to the membership is an important function of the American Fisheries Society (AFS). AFS awards are prestigious and often beneficial for professional advancement. Student members comprise approximately 15% of the Society's membership, and they are very active. Indeed, the Society has identified recruitment and encouragement of students as important strategies of the organization (Johnson et al. 1994).

One method of encouragement is through student awards. Awards are available to students from a variety of sources within AFS; however, because Society units are governed independently, the full extent, type, and range of these awards are not always known to students and their advisors. In addition to those honors, travel funds are sometimes available to increase student participation at meetings. To compile a resource list of these important benefits for student members, the Education Section surveyed AFS units to determine what student awards and travel funds are available.

The initial survey was mailed to all Division, Section, and Chapter presidents (N = 78) in July 1996. We sent a second mailing to nonrespondents in January 1997. We also attempted to call nonrespondents on the phone in August 1997. Questions requested information relative to Best Student Paper awards, travel grants, and any other awards (e.g., scholarships). We requested data regarding how awards were financed, advertised, and decided, and then asked respondents how they ranked factors used in determining the awards and whether students were aware of these factors before competing. Data were compiled separately for Divisions, Sections, and Chapters.

### **Divisions**

All four Divisions responded to the survey, and each offers Best Student Paper awards and travel awards, which are given to the student presenter of the best scientific paper at the respective annual or midyear meetings of each Division. Each Division also offers some type of travel funds to offset costs to attend meetings.

### **Sections**

Sixty-seven percent of Sections responded to the survey, and 43% of those offer or administer awards or grants. Sections offer or administer seven of the most prestigious AFS awards for students such as the Best Student Paper Award by the Education Section.

### **Chapters**

Chapters represent the majority of units; 81% responded to the survey, and 86% of those offer a student award. Recognition of student excellence by Chapters varied widely, and units demonstrated creativity in developing awards. Of Chapters that offered awards, 76% had Best Student Paper awards, and 65% distributed travel grants. Scholarships were offered by 24% of Chapters, and 16% offered other types of awards. Examples of other types of awards included Outstanding Student Research Award (Idaho), Outstanding Fisheries Student Award (Tennessee), and Best Undergraduate Project Award (Missouri). Many respondents indicated that students were not excluded from competing for other awards (e.g., Meritorious Service) offered by their Chapters. Chapters that responded to the survey but either did not offer or were in the process of developing awards were Kentucky, Pennsylvania, South Carolina, West Virginia, and the University of Wyoming's Student Chapter.

### **Summary and Recommendations**

For all units (Divisions, Sections, and Chapters), most awards were advertised in newsletters; however, some were advertised only via word of mouth. Awards were usually financed with unit general funds (awards may have been the motivation for fund-raising efforts). The exceptions were awards financed by endowment or donation funds (usually scholarships). Some units (n = 8) indicated they were in the process of developing awards. In addition, some respondents indicated that the survey would prompt procedural changes (e.g., providing ranking factors). We cannot conclude that nonrespondents do not offer awards. However, we have tried to include all current awards that could be identified and believe the list is relatively complete. For example, we included an award administered by a Section that did not respond because it is one of the most prestigious awards the AFS offers (J. Frances Allen Scholarship).

This survey provided data indicating that AFS is rewarding excellence and increasing participation by the student membership with a great deal of commitment and creativity. We found a diversity of awards and other avenues to promote professionalism, and we encourage units to continue developing these. Because of the importance of student involvement in a successful future of the AFS, we suggest units use results of this survey as a challenge to develop new and innovative ways to recognize students.

In addition, in spite of the diversity of awards, we believe it is important that these honors be advertised adequately to increase availability. Although newsletters are a primary communication tool, many units administer World Wide Web sites, and some (e.g., North Central Division) have published awards information on their Internet sites. We recommend awards and grants be advertised on web pages with ranking criteria, deadlines, and other pertinent information. Unit links are provided on the AFS site at <http://www.fisheries.org>. In addition, students should be made aware of other (nonstudent) awards offered by units and should be considered for those where appropriate. Any member can contact a current unit president (see *AFS Membership Directory and Handbook*) for information regarding awards, but students must realize the availability of awards because new ones are often being developed or may already be available. For example, since our initial survey two new awards administered by Technical Committees of the Southern Division (Reservoir Committee, two scholarships a year, and Warmwater Streams Committee, Outstanding Student Research Award) have been created. Also, the AFS Public Visibility Committee has launched a new student writing competition.

Likely because of the independent development of awards by units, ranking criteria were often not known. We recommend establishing selection and/or ranking criteria and publicizing those criteria to students competing for an award. We also recommend including awards, selection/ranking criteria, and any associated forms in unit procedural guides and/or bylaws. Two other recommendations are that (1) judging student competitions can be difficult and should be made as objective as possible for judges, and (2) we recommend units publish the availability of new AFS awards developed since this survey was conducted. Finally, because professionalism equals volunteerism in AFS, we urge that efforts to reward excellence at all levels continue.

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## Reference

**Johnson, B. L., E. R. Irwin, M. L. Landolt, M. Loefflad, J. Marsh, T. R. Marshall, L. L. Olmstead, P. Pajak, S. Peterson, and J. Webster.** 1994. The strategic plan of the American Fisheries Society. *Fisheries* 19(11):6–9.

## American Fisheries Society Journals

The American Fisheries Society publishes a suite of journals for aquatic resource professionals. These journals—*Transactions of the American Fisheries Society*, featuring papers on basic fisheries science; *North American Journal of Fisheries Management*, covering management research and recommendations; *North American Journal of Aquaculture*, providing guidance for those who breed and raise aquatic animals; *Journal of Aquatic Animal Health*, concentrating on health maintenance and disease treatment; and *Marine and Coastal Fisheries*, an international, open-access online journal devoted to marine, coastal, and estuarine fisheries—are available to individuals, organizations, and libraries worldwide.

### ***Transactions of the American Fisheries Society*** (TAFS)

The Society's highly regarded international journal of fisheries science features results of basic and applied research in genetics, physiology, biology, ecology, population dynamics, economics, health, culture, and other topics germane to marine and freshwater finfish and shellfish and their respective fisheries and environments. First published in 1872, it is now published bimonthly in print and electronic formats. (ISSN 0002-8487)

### ***North American Journal of Fisheries Management*** (NAJFM)

Published to promote communication among managers, the journal addresses the maintenance, enhancement, and allocation of fisheries resources. Its contents chronicle the development of practical monitoring and management programs for finfish and exploitable shellfish in marine and freshwater environments. Papers relate to the way species, habitats, and harvests may be managed to protect and enhance fish and fishery resources for societal benefits. Case histories of successes, failures, and side effects of fisheries programs help convey practical management experience to others. Published quarterly in print and electronic formats (ISSN 0275-5947).

### ***North American Journal of Aquaculture*** (NAJA).

Formerly published as [\*The Progressive Fish-Culturist\*](#), the journal was renamed the *North American Journal of Aquaculture* in 1999 to reflect the expanded importance of aquaculture in the 21st century. The journal carries papers on new research and practical experience in all areas of intensive and extensive fish culture. As reflected in its name, the focus is on culture of all aquatic organisms that are of importance to North American culturists. Topics include, but are not limited to, nutrition and feeding, broodstock selection and spawning, drugs and chemicals, health and water quality, and testing new techniques and equipment for the management and rearing of aquatic species. Published quarterly in print and electronic formats. (ISSN 1522-2055)

### ***Journal of Aquatic Animal Health*** (JAAH)

Published by AFS under the guidance of the Society's Fish Health Section, the journal serves the international community of scientists and culturists concerned with the health of aquatic organisms. It carries research papers on the causes, effects, treatments, and prevention of diseases of marine and freshwater organisms, particularly fish and shellfish. It contains papers that describe biochemical and physiological investigations into fish health that relate to assessing the impacts of both environmental and pathogenic features. Published quarterly in print and electronic formats. (ISSN 0899-7659).

***The Progressive Fish-Culturist* (PFC)**

Now published as the [\*North American Journal of Aquaculture\*](#), the journal contains papers on various aspects of aquaculture including marine and freshwater species—vertebrate and invertebrate—that are of interest to North American aquaculturalists. Between 1934 and 1983 the journal was published first by the U.S. Bureau of Fisheries and then by the U.S. Fish and Wildlife Service. In 1984, AFS worked with the Service to edit and produce the journal. Ten years later, the Society became the sole publisher of the PFC. Now, under its new name, the journal carries on the long-standing tradition of providing scientific information for the aquaculture community. Available in electronic format as part of an electronic NAJA subscription. (ISSN 0033-0779).

***Marine and Coastal Fisheries: Dynamics, Management, and Ecosystem Science (MCF)***

AFS newest journal is an international, open-access online journal devoted to marine, coastal, and estuarine fisheries. MCF publishes original and innovative research that synthesizes information on biological organization across spatial and temporal scales to promote ecologically sound fisheries science and management. The journal provides an international venue for studies of marine, coastal, and estuarine fisheries, with emphasis on species' performance and responses to perturbations in their environment, and promotes the development of ecosystem-based fisheries science and management. Contributors are encouraged to identify and address challenges in population dynamics, assessment techniques and management approaches, human dimensions and socioeconomics, and ecosystem metrics to improve fisheries science in general and make informed predictions and decisions.



# American Fisheries Society

5410 Grosvenor Lane, Suite 110, Bethesda, MD 20814-2199  
Phone: (301) 897-8616, Ext. 203 or 224 Fax: (301) 897-8096  
Email: membership@fisheries.org Web: www.fisheries.org

PAID

## 2010 MEMBERSHIP APPLICATION

Please Print Clearly

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Please provide numbers for directory and Society use only:

Business Phone: (\_\_\_\_) \_\_\_\_\_ Business Fax: (\_\_\_\_) \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Home Fax: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Employed by:  federal gov't  state/provincial gov't  industry  academia  tribal  self  other

All memberships are for a calendar year. New member applications received January 1 through August 31 are processed for full membership that calendar year (back issues are sent). Those received September 1 or later are processed for full membership beginning January 1 of the following year.

**STUDENTS:** Any bonafide student who is formally enrolled in an approved educational institution is eligible for student membership, however, persons employed full-time are not eligible. For verification of student status please have your professor or department head sign below.

Signature: \_\_\_\_\_

### Optional Information:

Gender:  Male  Female

Ethnic Origin:  African American  Caucasian  Hispanic  Asian  Native American  Other

Were you previously a member?  Yes  No If yes, in what city & state? \_\_\_\_\_

Were you recruited by an AFS member? If so, please provide the following to ensure proper credit for the 2010 Recruitment Campaign.

Member Name \_\_\_\_\_ Member Number \_\_\_\_\_

We occasionally make our membership list available to screened organizations whose programs might interest you. If you would like to be excluded from this service, check the box. If you receive something in the mail please notify us at once to ensure exclusion in the future.

The 2009-2010 membership directory will be on-line. Please check the box if you wish to be excluded.

Make checks payable to: AMERICAN FISHERIES SOCIETY in U.S. currency drawn on a U.S. bank or pay by VISA, MasterCard, or American Express.

Check  P.O. Number: \_\_\_\_\_ (Add \$10.00 if PO is required)

VISA  MasterCard  Am Ex

Account Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

Office Code: AP2010Y

## 2010 Dues and Subscriptions

### Dues (Includes Fisheries and Membership Directory online)

<input type="checkbox"/> Regular (North America)	\$80.00	<input type="checkbox"/> Regular (Outside N.A.) Fisheries Print	\$95.00
<input type="checkbox"/> Student (North America) includes online journals and InfoBase	\$20.00	<input type="checkbox"/> Student (Outside N.A.) includes online journals and InfoBase	\$30.00
<input type="checkbox"/> Young Professional * _____ Yr. Graduated	\$40.00	<input type="checkbox"/> Young Professional (Outside N.A.)	\$50.00
<input type="checkbox"/> Retired (North America)	\$40.00	<input type="checkbox"/> Retired (Outside N.A.)	\$50.00
<input type="checkbox"/> Life (Fisheries & one Journal)	\$1,737.00	<input type="checkbox"/> Developing Countries I	\$10.00
<input type="checkbox"/> Life (Fisheries only) **	\$1,000.00	(does not include print copy of Fisheries)	
<input type="checkbox"/> Life (Fisheries only) ***	\$1,200.00	<input type="checkbox"/> Developing Countries II	\$35.00
		(includes print copy of Fisheries)	

### Fisheries

- Print  
 Online  
 Print & Online

### Journal Subscriptions – For Print and Online, check both options

#### Transactions of the American Fisheries Society

<input type="checkbox"/> North America - Print	\$55.00
<input type="checkbox"/> Outside North America - Print	\$65.00
<input type="checkbox"/> Online (All)	\$25.00

#### North American Journal of Fisheries Management

<input type="checkbox"/> North America - Print	\$55.00
<input type="checkbox"/> Outside North America - Print	\$65.00
<input type="checkbox"/> Online (All)	\$25.00

#### North American Journal of Aquaculture

<input type="checkbox"/> North America - Print	\$45.00
<input type="checkbox"/> Outside North America - Print	\$54.00
<input type="checkbox"/> Online (All)	\$25.00

#### Journal of Aquatic Animal Health

<input type="checkbox"/> North America - Print	\$45.00
<input type="checkbox"/> Outside North America - Print	\$54.00
<input type="checkbox"/> Online (All)	\$25.00

Fisheries InfoBase - Online (All) \$25.00

### Section Dues

<input type="checkbox"/> Bioengineering Section	\$ 5.00	<input type="checkbox"/> Equal Opportunities	\$ 5.00	<input type="checkbox"/> Fisheries Management (Regular)	\$ 5.00
<input type="checkbox"/> CARS (Regular)	\$10.00	<input type="checkbox"/> Estuaries (Regular)	\$ 7.00	<input type="checkbox"/> Fisheries Management (Student)	\$ 0.00
<input type="checkbox"/> CARS (Student)	\$ 0.00	<input type="checkbox"/> Estuaries (Student)	\$ 2.00	<input type="checkbox"/> Genetics	\$ 5.00
Canadian Students automatically become members					
<input type="checkbox"/> Fisheries Information & Technology (Regular)	\$ 5.00	<input type="checkbox"/> Fish Culture	\$ 2.00	<input type="checkbox"/> International Fisheries	\$ 5.00
<input type="checkbox"/> Fisheries Information & Technology (Student)	\$ 0.00	<input type="checkbox"/> Fish Health	\$15.00	<input type="checkbox"/> Introduced Fish	\$ 5.00
<input type="checkbox"/> Fisheries Information & Technology (Student N.A.)	\$ 8.00	<input type="checkbox"/> Fish Health (Outside N.A.)	\$15.00	<input type="checkbox"/> Marine Fisheries (Regular)	\$ 5.00
<input type="checkbox"/> Early Life History	\$15.00	<input type="checkbox"/> Fish Health (All Students)	\$ 7.00	<input type="checkbox"/> Marine Fisheries (Student)	\$ 2.00
<input type="checkbox"/> Education (Regular)	\$ 5.00	<input type="checkbox"/> Fish Administrators	\$ 5.00	<input type="checkbox"/> Physiology	\$ 5.00
<input type="checkbox"/> Education (Student)	\$ 0.00	<input type="checkbox"/> Fisheries History	\$ 5.00	<input type="checkbox"/> Socioeconomics	\$ 5.00
<input type="checkbox"/> Student Subsection of the Education Section	\$ 5.00	<input type="checkbox"/> Fish Habitat (Regular)	\$10.00	<input type="checkbox"/> Water Quality (Regular)	\$ 7.00
		<input type="checkbox"/> Fish Habitat (Student)	\$ 0.00	<input type="checkbox"/> Water Quality (Students & yprof)	\$ 0.00

### Chapters

<input type="checkbox"/> Alaska (Regular)	\$10.00	<input type="checkbox"/> Illinois (Regular)	\$15.00	<input type="checkbox"/> Minnesota (Regular)	\$10.00	<input type="checkbox"/> Ontario	\$ 5.00
<input type="checkbox"/> Alaska (Student)	\$ 5.00	<input type="checkbox"/> Illinois (Retired)	\$10.00	<input type="checkbox"/> Minnesota (Print newsletter)		<input type="checkbox"/> Oregon	\$ 2.00
<input type="checkbox"/> Arizona-N. Mex (Regular)	\$ 15.00	<input type="checkbox"/> Illinois (Student)	\$10.00	<input type="checkbox"/> Minnesota (Student)	\$ 0.00	<input type="checkbox"/> Pennsylvania	\$ 5.00
<input type="checkbox"/> Arizona-N. Mex (Student)	\$ 5.00	<input type="checkbox"/> Illinois (Life)	\$250.00	<input type="checkbox"/> Minnesota (Web newsletter)		<input type="checkbox"/> South Carolina	\$ 5.00
<input type="checkbox"/> Arkansas #		<input type="checkbox"/> Indiana (Regular)	\$10.00	<input type="checkbox"/> Mississippi (Regular)	\$10.00	<input type="checkbox"/> Southern New England	\$ 5.00
<input type="checkbox"/> Atlantic International #		<input type="checkbox"/> Indiana (Student)	\$ 0.00	<input type="checkbox"/> Mississippi (Student)	\$ 5.00	<input type="checkbox"/> Tennessee	\$10.00
<input type="checkbox"/> Auburn University #		<input type="checkbox"/> Iowa (Regular)	\$10.00	<input type="checkbox"/> Missouri (Regular)	\$ 5.00	<input type="checkbox"/> Texas (Regular)	\$12.00
<input type="checkbox"/> California-Nevada	\$10.00	<input type="checkbox"/> Iowa (Students who join AFS)	\$ 0.00	<input type="checkbox"/> Missouri (Life)	\$100.00	<input type="checkbox"/> Texas (Student)	\$ 5.00
<input type="checkbox"/> Colorado-Wyoming #		<input type="checkbox"/> Kansas #		<input type="checkbox"/> Montana (Regular)	\$10.00	<input type="checkbox"/> Tidewater	\$ 7.00
<input type="checkbox"/> Dakota #		<input type="checkbox"/> Kentucky (Regular)	\$10.00	<input type="checkbox"/> Montana (Student)	\$ 5.00	<input type="checkbox"/> Utah	#
<input type="checkbox"/> Florida	\$10.00	<input type="checkbox"/> Kentucky (Student)	\$ 2.00	<input type="checkbox"/> Nebraska (Regular)	\$10.00	<input type="checkbox"/> Virginia	\$10.00
<input type="checkbox"/> Georgia	\$ 5.00	<input type="checkbox"/> Louisiana #		<input type="checkbox"/> Nebraska (Student)	\$ 5.00	<input type="checkbox"/> Washington-British Columbia	\$ 5.00
<input type="checkbox"/> Humboldt	\$ 5.00	<input type="checkbox"/> Mexico	\$ 0.00	<input type="checkbox"/> New York (Regular)	\$10.00	<input type="checkbox"/> West Virginia	\$ 5.00
<input type="checkbox"/> Idaho #		<input type="checkbox"/> Michigan	\$ 5.00	<input type="checkbox"/> New York (Student)	\$ 5.00	<input type="checkbox"/> Wisconsin (Regular)	\$10.00
		<input type="checkbox"/> Mid-Atlantic (Regular)	\$ 5.00	<input type="checkbox"/> North Carolina	\$ 7.00	<input type="checkbox"/> Wisconsin (Student)	#
		<input type="checkbox"/> Mid-Atlantic (Student)	\$ 2.00	<input type="checkbox"/> Ohio	\$10.00		
				<input type="checkbox"/> Oklahoma	\$ 5.00		

# Chapter collects its own dues

Total Enclosed \_\_\_\_\_

\* Within 3 years of graduation \*\* 2 installments, payable over 1 year \*\*\* 2 installments, payable over 2 years

# Membership Corner

## AFS Sections: What do they have to offer?

By Nick Parker

Sections within the American Fisheries Society (AFS) were formed to provide a structure in which members with interests in special disciplines could interact. Most members join one or two Sections that reflect their major interests. I've chosen to be a member of all Sections for several years. Why? The AFS is my professional organization. I've enjoyed fish, fishing, and fisheries science at various phases of my life. Today, I am much less involved in fishing but am immersed in fisheries science, aquatic ecology, and integrated sustainable systems. I'm deeply concerned about the human population growth and the loss of terrestrial and aquatic habitats necessary to sustain the biodiversity of our world. These interests and concerns stimulate me to seek information from many sources and to do some small part to help educate others.

AFS Sections provide the discipline-based structure for increasing our knowledge of fisheries and expanding aquatic sciences. When I became a life member, I ceased paying dues but thought I should do something to support my professional organization. For a small cost, I joined every Section. I profit by receiving the newsletters and correspondence from each Section. I also profit from the camaraderie and discussions associated with the special symposia, meetings, and other activities developed and sponsored by Sections. This is one small thing I can do for my children and their children.

The following is a list of current AFS Sections: Bioengineering, Canadian Aquatic Resources, Fisheries Information and Technology, Fish Habitat, Early Life History, Education, Equal Opportunities, Estuaries, Fish Culture, Fish Health, Fisheries Administrators, Fisheries History, Fisheries Law, Fisheries Management, Genetics, International Fisheries, Introduced Fish, Marine Fisheries, Physiology, Socioeconomics, and Water Quality. Gail Goldberg (301/897-8616, ext. 201) is the staff contact for any information on these units. She can help you learn more about them or provide guidance on forming a new Section. Take advantage of this AFS benefit today!

### Examples of Section activities

- information development and delivery to policy makers
- symposium sponsorship
- book publishing
- special magazine issues
- member newsletters
- online listservs/discussion groups
- continuing education courses
- awards programs
- scholarship programs
- networking events
- mentoring activities
- public outreach

updated May 5, 2010

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If you have questions about your subscription (electronic or paper), please contact Eva Przygodzki in the Membership Department via e-mail <[eprzygod@fisheries.org](mailto:eprzygod@fisheries.org)> or by phone at 301-897-8616 ex 203.

# **GUIDE FOR THE SUBMISSION OF AFS POLICY STATEMENTS**

Policy statements guide and determine present and future decisions on resource issues at all levels of the American Fisheries Society (AFS). Society policies are made available to legislators and executive personnel of governments, to the press, and to other laypersons as well as to conservation and professional groups. Consequently, they must be understandable to nonspecialists. Exhaustive reviews and analysis are not appropriate for a policy statement.

Some specific issues may be addressed more effectively with resolutions rather than policy statements. A resolution is a formal expression of Society views which places AFS on record as recognizing the need for action by individuals members, government bodies, or Society officers. Resolutions should be based on existing Society policy and logically develop following the approval of a policy statement. For more distinction between resolutions and policy statements, see the Protocol and the AFS Procedural Manual.

Three copies of each draft policy statement should be submitted to the chairman of the Resource Policy Committee. The chairman's address is available from AFS headquarters. A covering letter should provide a brief outline of the development of the paper, an indication that all authors have approved the draft, and a list of people other than the authors, study group, or sponsoring AFS unit who have reviewed the paper.

## **COMPONENTS**

Papers should be structured as outlined below. The components should develop logically from each other; however, each should be written to stand alone.

### **Issue Definition**

This section should present a succinct explanation of the issue, primarily from the perspective of the AFS membership (fisheries professionals). A brief statement summarizing the Society's policy on this issue should conclude this segment.

### **Background Information**

This section should provide a general perspective on the issue, giving the reader an understanding of the evolution of the issue and why the AFS is concerned. It should clearly present the scientific basis for the AFS position. As concisely as possible, the background information should explain why or how the issue has arisen; who the past, present, and likely future involved parties are; a fair and objective assessment of their various points of view; the pros and cons of those viewpoints and associated actions; the consequences for fishery resources of present trends and philosophies; and the consequences of the Society's position on the issue.

### **Policy (Course of Action)**

This section outlines a stand the American Fisheries Society takes on the issue including a detailing of methods and means by which the Society should address the issue. Courses of action should provide AFS long-term guidance, although short-term objectives can be included in the policy. The policy segment must be clear when published alone and should always begin: "The policy of the American Fisheries Society in regard to (issue) is..."

## **PREPARATION**

Manuscripts should adhere to the basic editorial conventions of a paper being prepared for journal publication. The following guidelines apply:

- ◆ Double space all typed material.
- ◆ Use paper 22 x 28 cm (8.5 x 11 in.) in size. Type only on one side of each sheet. Use standard print fonts and avoid typographic embellishments such as boldface, italics, oversized characters, and compressed letter spacing. Computer generated manuscripts must be produced on letter-quality printers in upper and lowercase type. Dot matrix characters are not acceptable.
- ◆ Number each page sequentially.
- ◆ Indent all paragraphs.
- ◆ Leave margins of at least 3 cm (1.25 in) on all sides of each page.
- ◆ Never use solid capital letters in the text except for acronyms. Do not begin a sentence with an acronym, abbreviation, or symbol. Underline words only when italics are intended.
- ◆ Avoid hyphens and dashes at the ends of typed lines.
- ◆ Spell out one-digit numbers unless they are used with units of measure. Use numerals for numbers of two or more digits. Spell out any number that begins a sentence. Use commas for number of 1,000 or greater.
- ◆ The first mention of a common name should be accompanied by the scientific name.
- ◆ Use metric units of measure (English units may be given in parentheses).
- ◆ Avoid excessive use of abbreviations and define all that are used, unless they are standard measurement symbols.
- ◆ References should follow the style of Fisheries (see Guide for Authors). Authors are responsible for the accuracy of references. Although theses, dissertations, final reports, and some selected forms of “grey” literature may be cited, use caution when selecting references. Reference to progress reports, unpublished papers given at meetings, manuscripts under preparation or in review, and personal communications are not appropriate in the development of Society policy.

## **FOLLOWING SUBMISSION**

The chairman of the Resource Policy Committee will solicit reviews and comments from members of the Committee and others as he or she deems appropriate. Reviews will include technical, editorial, political, social, and economic considerations. The chairman may request revisions from the authors based on the reviews. The chairman will present the final draft position paper to the Executive Committee along with recommendations for action. The Executive Committee reserves the right to require additional review by the Resource Policy Committee. For information regarding the approval of policy statements, see the Protocol.

Following approval, the author(s) will be asked to prepare an abstract for inclusion in the Society’s published collection of policy statements.

Unless specified otherwise, all policy statements will be reconsidered by the Resource Policy Committee after five years at which time they will expire, be re-drafted, or recommended for a vote of continuance. After ten years, all policies must be re-approved by the Executive Committee.

## AMERICAN FISHERIES SOCIETY POLICY STATEMENTS

To request the full text for any of the policy statements listed below, please contact the Policy & Development Coordinator at: (301) 897-8616 x 215 or ehawkes@fisheries.org. When requesting a statement please provide the full title for the policy statement. Copies of policy statements are available for no charge. A publication summarizing these AFS policy statements is also available at no charge.

1. **North American Fisheries Policy (Revised)**  
Approved March 1973, Washington, DC  
Approved August 1995, Tampa, FL  
Published March 1996, 21(3):26-29  
Starnes, L.B., G.C. Jimenez, D. Dodge, G. Huntsman, P. Janik, J. Lloyd, N. Prosser, W. Royce, and W. Taylor
2. **AFS Overview Policy on Man-Induced Ecological Problems**  
Approved September 1981, Albuquerque, NM  
Published Mar-Apr 1979, 4(2):46  
Carter, W.R. III
3. **Nonpoint Source Pollution**  
Approved September 1981, Albuquerque, NM  
Published Mar-Apr 1979, 4(2):50  
Ischinger, L.S.
4. **Sedimentation**  
Approved September 1981, Albuquerque, NM  
Published Mar-Apr 1979, 4(2):52  
Rulifson, R.L.
5. **Cumulative Effects of Small Modifications to Habitat**  
Approved August 1990, Pittsburgh, PA  
Published Jan-Feb 1991, 16(1):12-14, 16-17  
Approved September 1981, Albuquerque, NM  
Published Mar-Apr 1979, 4(2):54  
Burns, D.C.
6. **Effects of Toxic Substances in Surface Waters**  
Approved September 1981, Albuquerque, NM  
Published Jul-Aug 1979, 4(4):16  
Maki, A.W.
7. **Acidic Precipitation**  
Approved September 1981, Albuquerque, NM  
Published Nov-Dec 1980, 5(6):2  
Haines, Terry A.
8. **Coping with Point Source Discharges**  
Approved September 1981, Albuquerque, NM  
Published Nov-Dec 1980, 5(6):3  
Cairns, John, Jr.
9. **Effects of Altered Stream Flows on Fishery Resources (Revised)**  
Approved September 1989, Anchorage, AK  
Published May-Jun 1990, 15(3):18-20  
Tyus, Harold M.  
Approved September 1981, Albuquerque, NM  
Published Mar-Apr 1982, 7(2):20-22
10. **Protection of Threatened and Endangered Aquatic Species**

Approved September 1982, Hilton Head, SC  
Kelso, William E.

11. **Beverage Container Legislation**  
Approved March 1985, Lake Ozark, MO  
Published May-Jun 1984, 9(3):9-11  
Kimball, Gary and Ross, Jon
12. **Construction and Operation of Oil and Gas Pipelines**  
Approved March 1985, Lake Ozark, MO  
Published May-Jun 1984, 9(3):6-8  
Penkal, Russ F. and Phillips, Glenn R.
13. **Effects of Surface Mining on Aquatic Resources in North America (Revised)**  
Approved September 1988, Toronto, ON  
Published Nov-Dec 1988, 13(6):19-22  
Starnes, Lynn B.  
Approved September 1985, Sun Valley, ID  
Published Nov-Dec 1983, 8(6):2-4
14. **Strategies for Stream Riparian Area Management**  
Approved March 1986, Boston, MA  
Published Jul-Aug 1985, 10(4):20-21  
Environmental Concerns Committee
15. **Introductions of Aquatic Species**  
Approved September 1986, Boston, MA  
Published Mar-Apr 1986, 11(2):39-42  
Kohler, Christopher C. and Courtney, Walter R., Jr.
16. **Guidelines for Use of Fishes in Field Research**  
Approved September 1987, Winston-Salem, NC  
Published Mar-Apr 1988, 13(2):16-23  
American Society of Ichthyologists and Herpetologists (ASIH), American Fisheries Society (AFS), American Institute of Fishery Research Biologists (AIFRE)
17. **Tidal Power Development and Estuarine and Marine Environments**  
Approved September 1987, Winston-Salem, NC  
Published Jul-Aug 1986, 11(4):36-39  
Rulifson, Roger A., Dadswell, Michael J. and Mahoney, Glen K.
18. **Marine Wilderness**  
Approved September 1988, Toronto, ON  
Published Sept-Oct 1989, 14(5):22-24  
Ad-hoc Committee on Marine Wilderness: Bohnsack, James A. (Chair); Kumpf, Herb; Hobson, Edmund; Huntsman, Gene; Able, Kenneth W.; and Ralston, Stephen V.
19. **Guidelines for Introduction of Threatened and Endangered Fishes**  
Approved September 1989, Anchorage, AK  
Published Sept-Oct 1988, 13(5):5-11  
Williams, Jack E.; Sada, Donald W.; Deacon Williams, Cynthia; and other members of the Western Division Endangered Species Committee
20. **Marine Plastic Debris**  
Approved September 1989, Anchorage, AK  
Published May-Jun 1990, 15(3):16-17  
Hansen, Judie
21. **Transgenic Fishes**  
Approved August 1990, Pittsburgh, PA

- Published Jul-Aug 1990, 15(4):2-5  
Kapusinski, AR and Hallerman, EM
22. **Commercial Aquaculture**  
Approved August 1990, Pittsburgh, PA  
Published Jan-Feb 1991, 15(2):12  
Robinette, H. Randall (Chair); Hynes, Julian; Parker, Nick C.; Putz, Robert; Stevens, Robert E.; and Stickney, Robert R.
  23. **Effects of Livestock Grazing on Riparian Stream Ecosystems**  
Approved August 1990, Pittsburgh, PA  
Published Jan-Feb 1991, 16(1):7-11  
Armour, CL; Duff, DA; and Elmore, W.
  24. **Ballast Water Introduction**  
Approved August 1990, Pittsburgh, PA  
Published Jan-Feb 1991, 16(1):4-6  
Moyle, Peter B.
  25. **Hydropower Development**  
Approved September 1991, San Antonio, TX  
Published Jan-Feb 1992, 17(1):30-32  
Tyus, HM and Winter, BD
  26. **Bycatch Reduction Devices as a Conservation Measure**  
Approved September 1991, San Antonio, TX  
Published Jan-Feb 1992, 17(1):28-29  
Perra, Paul
  27. **Conservation of Imperiled Species and Reauthorization of the Endangered Species Act of 1973**  
Approved August 1993, Portland, OR  
Published Jan 1994, 19(1):26-29  
Angermeier, Paul L. and Williams, Jack E.
  28. **Effects of Surface Mining on Aquatic Resources in North America**  
Approved August 1995, Tampa, FL  
Published May 1996, 21(5):24-25  
Starnes, Lynn B. and Gasper, Don C.
  29. **Special Fishing Regulations for Managing Freshwater Sport Fisheries**  
Approved August 1995, Tampa, FL  
Published December 1995, 20(12):32-34  
Goeman, Timothy, J. (Chair); Bonneau, Donald L.; Baccante, Dominic; Clark, Richard D.; Willis, David W.; and Novinger, Gary D.
  30. **Biodiversity Position Statement**  
Approved August 1996, Dearborn, MI  
Published April 1996, 22(1):22-29
  31. **Responsible Use of Fish and Other Aquatic Organisms**  
Approved August 1998, Hartford, CT  
Published Jan 1999, 24(1):30-35
  - 31a. **Protection of Marine Fish Stocks**
  - 31b. **Management of Sharks and Their Relatives (Elasmobranchii)**
  - 31c. **Long-lived Reef Fishes: The Grouper-Snapper Complex**
  - 31d. **Management of Pacific Rockfish**
  32. **Dam Removal**  
Approved September 2005, Anchorage, AK

# RESOLUTIONS ADOPTED BY THE AMERICAN FISHERIES SOCIETY

## 1971 - 1998

**1971** On September 17, 1971, at the Annual Business Meeting of the American Fisheries Society in Salt Lake City, Utah, the following five resolutions were adopted:

Resolution to Regulate Man-Made Discharges of Mercury and Other Heavy Metals into the Environment

Resolution to Adopt More Realistic Values for Recreational Man-Day Uses

Resolution to Interbasin Diversion of Water for Domestic Water Supplies

Resolution Commending the Department of the Interior and Officials of the U.S. Fish and Wildlife Service

Resolution on The Introduction of Foreign Fishes

**1972** On September 12, 1972, at the Annual Business Meeting of The American Fisheries Society in Hot Springs, Arkansas, the following six resolutions were adopted:

Resolution on Protection of Salmonid Fishes with Unique Genetic Characteristics

Resolution on A Suggested Study of Supply and Demand for Fisheries Biologists

Resolution on Endorsement of the Formation of a Fisheries Chiefs Section with the American Fisheries Society

Resolution on Representation of Sport Fishing Interests at the Law of the Seas Conference

Resolution on Establishment of Jurisdictional Rights for Marine Fisheries

Resolution on Proposed Corps of Engineers Permit American Cyanamid Company Savannah Harbor Dockage for Waste Disposal Barge

**1973** On September 14, 1973, at the Annual Business Meeting of the American Fisheries Society at Lake Buena Vista, Florida, the following two resolutions were adopted:

Resolution on the Endorsement of the North American Atlantic Salmon Council Objectives and Membership Fee

Resolution on Stream Alteration Activities

**1974** No resolutions were adopted at the Annual Business Meeting of the American Fisheries Society in Honolulu, Hawaii, September 10, 1974.

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**1975** On September 12, 1975, at the Annual Business Meeting of the American Fisheries Society in Las Vegas, Nevada, the

following eight resolutions were adopted:

Resolution on Anadromous Fish Conservation Act

Resolution on Fish Habitat Management Policy

Resolution on U. S. Bureau of Land Management

Resolution on Interstate Transportation of Fish

Resolution on Fish and Wildlife Coordination Act

Resolution on Land Use Policy

Resolution on Suggested Marine Fisheries Management Act to Improve Fisheries Management

Resolution on Aerial Fish Stocking

**1976** On September 22, 1976, at the Annual Business Meeting of the American Fisheries Society in Dearborn, Michigan, the following two resolutions were adopted:

Resolution on Expansion of Dingell-Johnson Program

Resolution on Genetic Considerations in Artificial Propagation of Fishes

**1977** On September 16, 1977, at the Annual Business Meeting of the American Fisheries Society in Vancouver, British Columbia, the following four resolutions were adopted:

Resolution on Canada, Mexico, and the United States of America Cooperation to Manage Common North American Fisheries

Resolution on Optimum Yield and the Fishery Conservation and Management Act of 1976

Resolution on AFS Member Participation in Outdoor Oriented Youth Groups

Resolution on Marine Angling Licenses

**1978** On August 24, 1978, at the Annual Business Meeting of the American Fisheries Society in Kingston, Rhode Island, the following eight resolutions were adopted:

Resolution on Appropriate Authorized Funding for the Renewable Resources Extension Program of 1978

Resolution to Identify Potential for Fish Kills from Dissolved Gas Supersaturation at Dams

Resolution on Great Lakes Fishery Plans

Resolution on Management of Billfishes

Resolution on Columbia River Anadromous Fishery

Resolution on Federal Environmental Education Act

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Resolution on Providing Access to Waters During Highway Bridge Replacement

Resolution on Riparian and Aquatic Habitat Management on Public Lands

**1979** On September 14, 1979, at the Annual Business Meeting of the American Fisheries Society in West Yellowstone, Montana, the following six resolutions were adopted:

Resolution on Mitigation of Water Resources Development

Resolution on Riparian-Stream Ecosystem Policy

Resolution on A Federal Nongame Fish and Wildlife Restoration Act

Resolution on Planning and Management of Reservoir Projects

Resolution on Reservoir Fishery Research

Resolution on Acid Precipitation

**1980** On September 23, 1980, at the Annual Business Meeting of the American Fisheries Society in Louisville, Kentucky, the following five resolutions were adopted:

Resolution on Professional Resource Administrators

Resolution on Consolidation of U.S. Fishery Management Authority

Resolution on Year of the Coast

Resolution on Management of Native American Treaty Fisheries

Resolution of Appreciation to Kentucky

**1981** On September 16, 1981, at the Annual Business Meeting of the American Fisheries Society in Albuquerque, New Mexico, the following seven resolutions were adopted:

Resolution to Fund the National Aquaculture Act

Resolution on Budget Support for the Cooperative Research Unit Program

Resolution on Fishery Impacts of Low-Head Hydroelectric Dams

Resolution on Control of Acid Precipitation

Resolution on Opposition to Non-Managed Withdrawals of Ground Water

Resolution to Streamline and Shorten Federal Review Processes for Implementation of Regional Fishery Management Plans

Resolution of Appreciation to the Hosts of the 111th Annual Meeting of the American Fisheries Society

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**1982** On September 23, 1982, at the Annual Business Meeting of the American Fisheries Society in Hilton Head, South Carolina, the following two resolutions were adopted:

Resolution on International Negotiations on Acid Precipitation

Resolution of Appreciation to South Carolina

- 1983** On August 17, 1983, at the Annual Business Meeting of the American Fisheries Society in Milwaukee, Wisconsin, the following six resolutions were adopted:

Resolution on Maintenance of Wetlands by the Clean Water Act

Resolution on Small Hydroelectric Facilities

Resolution on Maintenance of the Cooperative Research Unit Program

Resolution on Maintenance of the National Fish Hatchery System

Resolution on National Fishing Week

Resolution of Appreciation to the Hosts of the 113th Annual Meeting of the American Fisheries Society

- 1984** On August 14, 1984, at the Annual Business Meeting of the American Fisheries Society in Ithaca, New York, the following two resolutions were adopted:

Resolution on Coastal Fishery Habitat Programs

Resolution of Appreciation to State of New York and Cornell University

- 1985** On September 11, 1985, at the Annual Business Meeting of the American Fisheries Society in Sun Valley, Idaho, the following three resolutions were adopted:

Resolution on Riparian Habitat on Public Lands

Resolution on Farm Legislation

Resolution of Appreciation to Host--Good Show, Idaho

- 1986** On September 17, 1986, at the Annual Business Meeting of the American Fisheries Society in Providence, Rhode Island, the following two resolutions were adopted:

Resolution on Staffing of Federal Aid Office

Resolution of Appreciation to Host of 116th Annual Meeting of the American Fisheries Society

- 1987** On September 16, 1987, at the Annual Business Meeting of the American Fisheries Society in Winston-Salem, North Carolina, the following four resolutions were adopted:

Resolution on a National Recreational Fisheries Policy

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Resolution Regarding Zander Introduction into North Dakota

Resolution on Protection of Fish Habitat in the Arctic National Wildlife Refuge

Resolution in Appreciation to Host of 117th Annual Meeting of the American Fisheries Society

- 1988** On September 14, 1988, at the Annual Business Meeting of the American Fisheries Society in Toronto, Ontario, the following three resolutions were adopted:

Resolution To Provide for Sound Ecosystem Management Incorporating Marine Mammals

Resolution on The United States National Park and National Forest Natural-Burn Policy

Resolution of Appreciation to Host of the 118th Annual Meeting of the American Fisheries Society

- 1989** On September 6, 1989, at the Annual Business Meeting of the American Fisheries Society in Anchorage, Alaska, the following six resolutions were adopted:

Resolution in opposition to the Proposed Great Lakes Inland Waterway

Resolution in support of Great Lakes Fishery Commission Funding

Resolution concerning Discharge of Ballast Water from Ocean-going Vessels in the Great Lakes and Other North American Waters

Resolution To Promote International Agreement to Reduce Drift Gillnet by-Catch of Salmon, Steelhead, Sea Turtles, Marine Mammals, and Sea Birds

Resolution aimed at Mitigation of Acid Mine Drainage

Resolution of Appreciation to Hosts and Contributors for the 119th Annual Meeting of the American Fisheries Society

- 1990** On August 18, 1990, at the Annual Business Meeting of the American Fisheries Society in Pittsburgh, Pennsylvania, the following nine resolutions were adopted:

Resolution on Proposed Upper Ohio River Island Refuge System

Resolution on Great Lakes Coastal Barriers

Resolution on Proposed Large Rivers Research Initiative

Resolution on Proposed Non-Food Fish Definition

Resolution on An Initiative to Facilitate Aquaculture Drug Registration

Resolution on Unintentional Nonindigenous Species Introduction: Prevention, Research and Control

Resolution on U.S. Fish and Wildlife Service Hydropower Program

Resolution on The Biology and Conservation of Rare Fish

Resolution of Appreciation to the Pennsylvania Commission

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- 1991** On September 10, 1991, at the Annual Business Meeting of the American Fisheries Society in San Antonio, Texas, the following four resolutions were adopted:

Resolution on Participation by Tribes in the Federal Aid for Fisheries Enhancement Program

Resolution for The Environmental Concerns Committee be Directed to Prepare a Position Statement on Biodiversity

Resolution on The Conservation of Western Atlantic Bluefin Tuna Stocks

Resolution of Appreciation to Hosts for the 121st Annual Meeting of the American Fisheries Society

- 1992** On September 13, 1992, at the Annual Business Meeting of the American Fisheries Society in Rapid City, South Dakota, the following three resolutions were adopted:

Resolution on The Abolition or Repeal of the 1872 Mining Law

Resolution on The PL 101-646 (Nonindigenous Aquatic Nuisance Prevention and Control Act of 1990

Resolution of Appreciation to Hosts of the 122nd Annual Meeting of the American Fisheries Society

- 1993** On August 31, 1993, at the Annual Business Meeting of the American Fisheries Society in Portland , Oregon, the following resolution was adopted:

Resolution on Appreciation to Hosts of the 123rd Annual Meeting of the American Fisheries Society

- 1994** On August 24, 1994, at the Annual Business Meeting of the American Fisheries Society in Halifax, Nova Scotia, the following eight resolutions were adopted:

Resolution on Credentialism Related to The Hiring of Biologists and Ecologists

Resolution on Fishery Impacts from Low Dissolved Oxygen Discharges at Hydroelectric Projects

Resolution on Management of Large River-Floodplain Ecosystems

Resolution on Mercury in Disposal of Flourescent Lamps

Resolution on Protecting Native Molluscan Biodiversity: Elimination of the Nonindigenous Black Carp *Mylopharyngodon Piceus*

Resolution on The American Fisheries Society in Support of Program Requirement Funding for the Great Lakes Fishery Commission

Resolution on Rotenone Stewardship Program

Resolution on Appreciation to Host of the 124th Annual Meeting of the American Fisheries Society

- 1995** On August 29, 1995, at the Annual Business Meeting of the American Fisheries Society in Tampa, Florida the following three resolutions were adopted:

Resolution on Enhanced Environmental Review of Drainage Projects

Resolution on Refinement of the Master Water-Control Canual for the Missouri River

Resolution on Appreciation to the Host of the 125<sup>th</sup> Annual Meeting of the American Fisheries Society

- 1996** On August 25, 1996, at the Annual Business Meeting of the American Fisheries Society in Dearborn, Michigan, the following resolution was adopted:
- Resolution on Appreciation to the Host of the 126<sup>th</sup> Annual Meeting of the American Fisheries Society
- 1997** On August 24, 1997, at the Annual Business Meeting of the American Fisheries Society in Monterey, California, the following resolution was adopted:
- Resolution on Support for Continued Transfer of Motorboat and Small-engine Fuel Tax Funds From the Highway Trust Fund to the Aquatic Resource Trust Fund
- Resolution on Support for Congressional Funding for the Environmental Protection Agency's Clean Water Program (Section 314)
- Resolution on Appreciation to the Hosts of the 127<sup>th</sup> Annual Meeting of the American Fisheries Society
- 1998** On August 25, 1998, at the Annual Business Meeting of the American Fisheries Society in Hartford, Connecticut, the following resolution was adopted:
- Resolution on Appreciation to the Hosts of the 128<sup>th</sup> Annual Meeting of the American Fisheries Society
- 1999** On August 25, 1999, at the Annual Business Meeting of the American Fisheries Society in Charlotte, North Carolina, the following resolutions were adopted:
- Resolution on Appreciation to the Hosts of the 129<sup>th</sup> Annual Meeting of the American Fisheries Society
- Resolution of Support of the Lake Ontario Water Level Study
- 2000** On August 20, 2000, at the Annual Business Meeting of the American Fisheries Society in St. Louis, Missouri, the following resolution was adopted:
- Resolution on Appreciation to the Hosts of the 130<sup>th</sup> Annual Meeting of the American Fisheries Society
- 2001** On August 21, 2001, at the Annual Business Meeting of the American Fisheries Society in Phoenix, Arizona, the following resolution was adopted:
- Resolution on Appreciation to the Hosts of the 131<sup>st</sup> Annual Meeting of the American Fisheries Society
- 2002** On August 20, 2002, at the Annual Business Meeting of the American Fisheries Society in Baltimore, Maryland, the following resolution was adopted:
- Resolution on Appreciation to the Hosts of the 132<sup>nd</sup> Annual Meeting of the American Fisheries Society
- 2003** On August 12, 2003, at the Annual Business Meeting of the American Fisheries Society in Quebec, Canada, the following resolution was adopted:
- Resolution on Appreciation to the Hosts of the 133<sup>rd</sup> Annual Meeting of the American Fisheries Society
- 2004** On August 24, 2004, at the Annual Business Meeting of the American Fisheries Society in Madison, Wisconsin, the following resolution was adopted:
- Resolution on Appreciation to the Hosts of the 134<sup>th</sup> Annual Meeting of the American Fisheries Society
- 2005** On September 13, 2005, at the Annual Business Meeting of the American Fisheries Society in Anchorage, Alaska, the following resolutions were adopted:
- Resolution on Appreciation to the Hosts of the 135<sup>th</sup> Annual Meeting of the American Fisheries Society

Resolution on Establishment of Comprehensive Safety Training Programs For Fisheries Personnel

- 2006** On September 12, 2006, at the Annual Business Meeting of the American Fisheries Society in Lake Placid, New York, the following resolution was adopted:

Resolution on Appreciation to the Hosts of the 136<sup>th</sup> Annual Meeting of the American Fisheries Society

- 2007** On September 4, 2007, at the Annual Business Meeting of the American Fisheries Society in San Francisco, California, the following resolution was adopted:

Resolution on Appreciation to the Hosts of the 137<sup>th</sup> Annual Meeting of the American Fisheries Society

- 2008** On August 19, 2008, at the Annual Business Meeting of the American Fisheries Society in Ottawa, Canada, the following resolution was adopted:

Resolution on Appreciation to the Hosts of the 138<sup>th</sup> Annual Meeting of the American Fisheries Society

- 2009** On September 1, 2009, at the Annual Business Meeting of the American Fisheries Society in Nashville, Tennessee, the following resolution was adopted:

Resolution on Appreciation to the Hosts of the 139<sup>th</sup> Annual Meeting of the American Fisheries Society

# **PROTOCOL FOR ESTABLISHING AMERICAN FISHERIES SOCIETY POLICY STATEMENTS**

Revised and adopted September 1992

## **RESOURCE POLICY COMMITTEE**

### **PURPOSE**

The American Fisheries Society (AFS) promotes the conservation, development, and wise use of fishery resources. AFS policies are established by the membership to guide the volunteer leadership, executive staff, subunits, and members on issues affecting fishery resources, professional ethics, and the environment. Because the AFS membership is large and diverse, adoption of formal policies requires a regimented procedure for development and review. Such a procedure ensures adequate membership participation, consistency with established AFS policy, and continuity in policy development. The following protocol provides guidance to the Resource Policy Committee (RPC) in developing AFS policy statements.

### **SELECTING AN ISSUE**

Any formal subunit, informal group, member of the RPC, or individual member of AFS, hereafter referred to as the sponsor, may propose an issue for study and development into a formal AFS policy statement. Proposals should be submitted to the RPC Chair.

An appropriate issue is defined as a matter of current or potential impact on fishery professionals, fishery resources, and the environment, of which the political, social, and/or technical resolution is important to the AFS membership. An AFS policy statement is defined as a written and prescribed course of action on an issue. A policy statement also includes a definition and general review of the issue, including the technical reasons for AFS concern.

### **REVIEW OF PROPOSALS**

The Chair will evaluate the appropriateness of proposed issues for development into formal AFS policy statements. The Chair shall request comment on proposed issues from the RPC membership and from other AFS members knowledgeable on the issue. Criteria for evaluation shall include, but need not be limited to: importance to the membership (e.g., recent AFS Resolutions on the issue); potential significance to fishery resources; overlap with existent AFS policy statements, and present workload of the RPC.

After analysis of the proposed issue, the Chair shall make a recommendation to the AFS Executive Committee and request direction. The Chair shall then provide the sponsor a decision on further action:

1. On long-term issues for which formal AFS action is considered appropriate development of an AFS policy statement will be initiated according to the protocol described herein.
2. The RPC, the Executive Committee, or both groups may deem a proposal inappropriate for development into an AFS policy statement. Issues that appear to have value to an AFS subunit may be directed to that subunit for consideration. For example, the proposal may be forwarded to the Resolutions Committee off AFS or one of its subunits for preparation into a Resolution. The sponsor may appeal unaccepted proposals to the AFS President. Additional materials or supporting rationale should be included with the appeal. If the proposal is judged inappropriate during the second review, it will not be considered a third time for at least two years.
3. Further information on, or evaluation of, a proposed issue may be required by the Chair to

evaluate adequately the need for, and kind of, AFS action. For example, if the scope of the issue or adequacy of existing AFS policy guidance is unclear, the Chair may request that the sponsor prepare a study report.

## **STUDY REPORTS**

Study reports are intended to provide the basis for evaluating whether formal AFS policy should be developed on an issue, and also to provide a general outline of the intended action considered by the sponsor as appropriate for the Society. Emphasis in study reports shall be on providing as much information as the Chair deems necessary to determine whether a formal AFS policy is needed. Hence, such information may be narrow or broad in scope and may vary in detail.

Study reports shall be prepared by a work group formed by the sponsor in cooperation with the Chair. The Chair may appoint a member of the RPC to represent the Chair on the work group. Members of the work group need not be affiliated with the sponsor, but the Chair shall be responsible for ensuring that the work group includes AFS members knowledgeable on the issue. Additional AFS members may be requested by the sponsor or the Chair to communicate their views on the issue at the work group and/or review and comment on work products.

## **DRAFTING POLICY STATEMENTS**

If it is determined that a formal AFS policy statement should be prepared for an issue, then the Chair shall request that the sponsor appoint a preparer or work group. The Chair shall be responsible for ensuring that the work group includes AFS members knowledgeable on this issue. The Chair may appoint a member of the RPC to oversee development of the policy statement to ensure that the statement is prepared and undergoes review according to RPC guidelines. The RPC member will provide liaison between the Chair and work group during all phases of policy statement development. If a study report was not required, the Chair may request that the sponsor provide a general outline of the proposed policy prior to establishing the formal work group (preparer). This outline shall be used to assist the Chair in ensuring the work group (preparer) adequately understands the process of developing the policy statement.

Policy statements shall provide direction to all levels of AFS. The primary purpose of AFS policy statements is to lay the groundwork for AFS action on issues. Statements should be structured according to the Guide for Submission of AFS Policy Statements.

## **POLICY STATEMENT REVIEW**

During preparation of the draft policy statement, the work group may solicit review of work products at their discretion or in consultation with the RPC liaison to the work group. A “final” draft will be submitted to the Chair by the work group. The Chair shall review the “final” draft and may solicit reviews and comments from members of the RPC and others. Review should include, but need not be restricted to, technical, editorial, political (internal and external to AFS), social, and economic considerations. Deadlines for completion of reviews may will be set by the Chair.

The Chair shall ensure that policy statements reflect the broad perspective of the AFS’s internal make-up. The Chair may return comments and reviews to the work group and request revision, or the Chair may revise the draft policy statement unilaterally using guidance provided by reviewers. Revisions prepared by the work group or Chair should be provided to the sponsor for comment.

### **POLICY STATEMENT APPROVAL**

Final drafts approved by the RPC will be published in Fisheries or otherwise conveyed to the general membership. The AFS membership will be requested to forward comments on the draft policy statement to the AFS Executive Director. After at least 60 days from publication, and based on the member comments, the Chair and Executive Director may elect to request revision to the statement. The sponsor shall be advised of any revisions and provided opportunity for comment.

Following member input and appropriate revision, policy statements will be forwarded to the Executive Committee for approval. The RPC Chair shall provide recommendations for Executive Committee action. A majority vote of the Executive Committee is required for approval. If approved, the policy will be voted on by the membership at the annual business meeting. A majority vote of the membership shall be required for adoption of the policy statement.

Policy statements not approved by the Executive Committee may be revised by the Chair, the work group, or the sponsor, published in Fisheries and resubmitted to the Executive Committee

Authorship will be fully attributed to policy statements published in Fisheries but subsequent use of the statement by the Society may be anonymous.

### **POLICY STATEMENT EXPIRATION**

Unless specified otherwise, all policy statements will be reconsidered by the RPC after five years to assure relevancy to current membership concerns on the issue. The chair shall submit recommendations for revision, continuance, or termination of policy statements to the Executive Committee and Executive Director for review and approval. If the Executive Committee requests revision, the chair may solicit comments from the RPC or other AFS members to determine the relevance of a policy statement or to obtain updated data. The revision may be conducted by the original work group (preparer) or another group appointed for this purpose. Revised policy statements will be published in Fisheries and must be approved by the Executive Committee and the membership as outlined above. After ten years, all policies must be approved by the Executive Committee. Policy statements may be rescinded by a majority vote of the Executive Committee.

### **PROFESSIONAL RESPONSIBILITIES AND RESTRICTIONS**

AFS members are encouraged to participate in developing Society policy statements. AFS members have responsibility to provide accurate scientific knowledge and professional opinion within their fields of expertise to public and private policy makers and to the general public.

The AFS holds federal tax exemptions for scientific and educational purposes. Therefore, candidates for political office may not be endorsed by the AFS or its subunits, and only a portion of AFS revenues, as specified by Title XIII of Public Law 94-455, can be used to influence federal legislation. Special care must be taken to preserve the AFS's credibility and independence in the development and use of AFS policy statements.