

American Fisheries Society

Management Committee Meeting Call

16 February 2016

Meeting Minutes

Participants

MC Members: Ron Essig, Steve McMullin, Jesse Trushenski, Donna Parrish, Dave Coughlan, Ken Kurzawski, Cleve Steward, Mark Porath, Marybeth Brey, Julie Defilippi, Kristen Ferry, Melissa Wuellner, and Doug Austen (non-voting)

Constitutional Consultant: John Boreman

AFS Staff: Dan Cassidy, Jessica Mosley, Martha Wilson, Aaron Lerner, Tom Bigford, and Taylor Pool

Guests: Jim Bowker and Gretchen Hansen (Emerging Leader)

The meeting was called to order at 1:00 p.m.

1. A quorum was confirmed (by Boreman) and the meeting called to order by Essig

2. Approve Agenda

Essig noted the agenda was distributed prior to the call along with the proposed motions.

3. Approval of Management Committee minutes from January 19, 2016.

Moved by Kurzawski, 2nd by Porath; Approved by unanimous consent.

4. Constitutional Consultant Motions

4.1 Proposed Motion: Approve proposed amendments to the bylaws of the AFS Western Division.

Background: The Western Division is proposing extensive amendments to its bylaws (see Attachment 1):

- Section I – Word-smithing and slight changes.
- Section II – Formatting and clarification changes.
- Section III – Formatting changes and clarification regarding Division officer and Division representative for AFS. Also some changes/cleaning house in dividing out Governing Board and Management Committee responsibilities.
- Section IV – Outlined and updated Division officers' responsibilities.
- Section V – No changes.
- Section VI – Included meetings and voting by electronic media. Student representative ballot shall be determined and executed by the WDAFS Sec/Tres not Student Committee. Otherwise little change.

- Section VII – Clarification regarding the WDAFS standing committees. Changes in the number of people required on each committee. Usually this changed from a Chair and at least 4 members to a Chair and at least 2 members. Also, combined the Environmental Concerns and Policy Review committee into one committee - Resource Policy Environmental Concerns Committee.
- Section VIII – Changed Governing Board approval to Management Committee approval.

The proposed bylaws revisions were reviewed and cleared by the previous and current Constitutional Consultants, and approved by Division membership.

Moved by Trushenski; 2nd by Parrish; Passed by unanimous consent

4.2. Proposed Motion: Approve the bylaws forming the new Clemson University Student Subunit bylaws

The Constitutional Consultant has cleared the bylaws (Attachment 2) and the AFS staff (Jasmine Sewell) has validated the petition.

Moved by Steward; 2nd by Brey; Passed by unanimous consent.

Late discussion- Coughlin noted how the new student subunit should clarify in the bylaws that it is a subunit of the South Carolina Chapter of AFS. This was determined by Boreman to be an issue that can be conditionally approved given that the Clemson University Student Subunit will accept the change and include it into their by-laws.

Note that Boreman did subsequently contact the Clemson Student Subunit and the change was accepted.

4.3. Proposed Motion: Approve the bylaws forming the new Texas A&M Corpus Christi Student Subunit bylaws

The Constitutional Consultant has cleared the bylaws (Attachment 3) and the AFS staff (Sewell) has validated the petition.

Moved by Kurzawski; 2nd by McMullin; Passed by unanimous consent.

5. President's Report (Essig)

- Essig attended the North Central Division meeting in Grand Rapids – Great meeting (40% were students, cross fish and wildlife session – thanked Melissa Wuellner for an excellent business meeting)
- Upcoming Travel to Southern Division (Wheeling) meeting – plus, Western Division meeting at the end of March and Northeastern Division meeting in Annapolis in early April, immediately before the AFS Governing Board meeting
- Kansas City AFS 2016 – 40 symposia have been submitted, looks like it's going to be a good meeting – enthusiastic group locally

6. Executive Director's Report (Austen)

- Status of Future of Nation's Fisheries – Bigford– (staff) explained how AFS is leading an effort

soliciting recommendations on aquatic resources, broader than just fisheries – from a broad coalition of individuals and organizations with the goal for having it available before the elections for the next U.S. Presidential administration.

- AFS staff will also be attending the SD, WD and NE AFS Division meetings over the next few months.
- Martha Wilson, AFS's new Communications Director, outlined communications plans and work with Gwen White and AFS Communications Committee. These activities and others will be presented for discussion at the AFS mid-year Governing Board meeting in April.
- USGS/Cornell University Climate Science Center Review Project – Austen described the work and activities to date on the Northwest and Alaska Climate Science Center site visits with the third site visit in Raleigh (Southeast) scheduled for the end of February.

7. Financial Update (Cassidy) –a detailed financial report was presented for the year ending December 2015. The Management Committee will continue its review of finances at the March meeting.

8. New business – none

9. Adjourned at 2:11 p.m.

Next Management Committee call at 1:00 p.m. EDT, Monday, March 14, 2016

Attachment #1

Western Division AFS Bylaws

SECTION I. Division Name and Objectives.

1. ~~1.~~ Pursuant to the Constitution of the American Fisheries Society (hereinafter referred to as the Society) there has been established within the Society a Western Division (hereinafter referred to as the Division).
2. ~~2.~~ The objectives of the Division shall be those set forth in Article I of the Constitution of the Society, and ~~shall be in particular:~~ additional objectives include:
 - A. ~~_____ A.~~ Provide a forum ~~through the annual meeting~~ for the exchange of technical and policy ~~information common to and of interest to the Division membership.~~
 - B. ~~_____ B. Provide an opportunity through the annual meeting to promote understanding by _____ regional, Federal~~ Promote awareness among Division members, public officials, and state policy makersthe general public of the nature and extent of fishery matters of ~~_____ concern to the Division membership.~~
 - C. ~~_____ C. Assist in~~ Facilitate the timely exchange of information ~~in a timely manner to chapters among Division units, Student Subunits, and the general _____ membership located within members of~~ the Division.
 - D. ~~_____ D.~~ Provide a vehicle for the active participation of individual members in Society ~~_____ business and professional activities.~~

SECTION II. Division Membership.

1. ~~1.~~ The membership of the Division shall be those Society members in good standing residing in the States of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming in the United States of America; U.S. islands and trust territories in the West Pacific Ocean (including the islands of Midway, Baker, Jarvis, Wake, Palmyra, and Howland; Johnston Atoll; Commonwealth of the North Mariana Islands; and Territories of Guam and American Samoa); ~~);~~); the Provinces of British Columbia and the Yukon Territory in Canada; Mexico; and individuals residing in other Divisions who elect to be members of the Western Division.
2. ~~2.~~ All Society members residing in ~~the above named states, provinces, and on U.S. islands and places identified in trust territories~~ Section II.1 are automatically members of the Western Division ~~unless they.~~ They may elect to be a member of another Division by notifying upon notification of the Executive Director of the Society in writing.

3. Individuals residing in places other than those identified in Section II.1 may become Division members upon notification of the Executive Director of the Society in writing.
4. Only a Society member of the Division, in good standing, may be a voting member, hold office, or chair a committee.

SECTION III. Division Officers and Representatives.

1. ~~The elected~~ officers of the Division shall be the President, President-Elect, Vice President, Secretary-Treasurer, and Past President. The Executive Committee of the Division comprises these officers, the elected Student Representative shall be an, and the elected agent to the Executive Committee. Division Chapter Presidents.
 - A. ~~2. Representatives for the Division in Society matters shall be the Division Representatives to the Society Governing Board, Society Nominating Committee, and other Society Committees as requested.~~
 - B. ~~A. As defined in the Society's Constitution, the Division representatives to the Society~~ ~~Governing Board will be the President and President Elect and will serve for a one year~~ ~~term. In addition, a proxy may be designated should either of these officers be unable to~~ ~~attend a Governing Board meeting providing the Executive Director is notified in writing~~ ~~in advance of the meeting. This proxy may be any Past President or elected officer of the~~ ~~Division not currently a member of the Governing Board or acting as a proxy.~~
 - C. ~~B. As defined in the Society's Constitution, the Division will annually elect one~~ ~~representative to the Society Nominating Committee. The representative shall be a~~ ~~member in good standing, and will be elected by a majority of ballots cast from the~~ ~~membership.~~
 - D. ~~A. 3. All officer candidates~~ must~~shall~~ be Society members in good standing for at least two years immediately preceding their nomination. ~~Also, they must have attended an annual meeting of the Division in one of the preceding three years. Officer candidates~~ Candidates should have served as officers within ~~Chapters or other Divisions~~ a Chapter, another Division or in a similar position with another organization prior to seeking candidacy in the Division. They must have attended a Division annual meeting in one of the preceding three years.
 - E. ~~B. 4. Candidates for officer positions shall be nominated by the Nominating Committee. Officers shall be elected by a majority of ballots cast from the membership.~~
 - F. ~~5. Candidates for the Student Representative position shall be in good standing as undergraduate or graduate student members of the Society from a recognized Division Chapter. Candidates will be nominated by the Student Committee. The Student Representative shall be elected by a majority of ballots cast only from students in good standing with either a recognized Student Subunit or Chapter within the Division.~~
 - C. ~~6. The Division President, President-Elect, Vice President, and Past President shall serve for a period of one year~~ in each office for a four year tenure, and shall be ineligible for election to the office of Vice President for a period of one year after the expiration of their term.
 - G. ~~D. The Secretary-Treasurer shall serve for a period of two years and shall be eligible for re-election for a maximum of two consecutive terms~~ ~~and shall be ineligible.~~ Individuals may

not run again for re-election Secretary-Treasurer for a period of one year after the expiration of a completing their second term.

~~H. 7. The Student Representative shall serve for a period of one year, be eligible for re-election during the consecutive term, and then shall be ineligible for election to the Student Representative position for a period of one year after the expiration of their term.~~

~~I.E. 8. The officers and representatives shall assume office at such time as the Society's officers are installed.~~

~~J.F. 9. If an elected officer or representative cannot complete their term of office, the Executive Committee is authorized to appoint a replacement to serve the remainder of the unexpired term until ~~at~~the annual election is held.~~

~~K.G. 10. Division officers and representatives shall receive no salary or other compensation. Expenses may be defrayed from Division funds when authorized by the Executive Committee.~~

H. An officer may be removed from office for negligence, lack of performance, or other reasons substantially detrimental to the Division upon 2/3 vote by the remainder of the Executive Committee, in which case the Executive Committee shall appoint a replacement to serve the remainder of the unexpired term.

I. Candidates for the Student Representative position shall be in good standing as undergraduate or graduate student members of the Society from a recognized Division Chapter. Candidates will be self-nominated or nominated by another Society member in the Division. The Student Representative shall be elected by a majority of ballots cast only from students in good standing with either a recognized Student Subunit or Chapter within the Division.

J. The Student Representative shall serve for a period of one year and shall be eligible for re-election for a maximum of two consecutive terms. Individuals may not run again for Student Representative for a year after completing their second term.

2. As defined in the Society's Constitution, the representatives for the Division in Society matters shall be the Division Representatives to the Society Governing Board, Society Management Committee, Society Nominating Committee, and other Society Committees as requested.

A. The President and President-Elect shall represent the Division as voting members of the Society Governing Board and will serve for a one-year term. The President may designate a proxy should either of these officers be unable to attend a Governing Board meeting provided the Executive Director is notified in writing in advance of the meeting. This proxy may be any Past President or elected officer of the Division not currently a member of the Governing Board or acting as a proxy.

B. The President-Elect shall represent the Division as a voting member of the Society Management Committee. The President-elect remains on the committee through their presidential year. As defined in the Society's Rules, the Division representative shall be the President-Elect when elected into office on even years.

C. The Vice-President shall represent the Division as a member of the Society's Nominating Committee. If the Vice-President is unable to fulfill these duties, the Division will elect one representative by a majority of ballots cast from the membership or appoint one

representative to the Society Nominating Committee as defined in the Society's Rules. The representative shall be a member in good standing.

D. The Vice-President shall represent the Division as a member of the Society's Membership Committee as defined in the Society's Rules.

SECTION IV. Duties of Elected Division Officers and Student Representative.

1. ~~1.~~ The **President** shall ~~preside~~;

A. ~~Preside~~ at all meetings; ~~serve~~

B. ~~Serve~~ as Chair of the Executive Committee; ~~represent~~

C. ~~Represent the Division as a member of the Society's Governing~~;

D. ~~Appoint committee chairs~~;

E. ~~Perform other duties and functions as are authorized, necessary, and further described within the Division Procedures~~;

F. ~~Automatically advance to the office of Past President at the conclusion of the term of office.~~

2. The **President-Elect** shall:

A. ~~Assume the duties of the President should the President be absent or unable to act~~;

B. ~~Represent~~ the Division as a member of the Society's Governing Board; ~~appoint committee chairs; and perform~~

C. ~~Represent the Division as a member of the Society's Management Committee if elected into office in an even year, and continue to serve on the Management Committee through his/her Presidency~~;

D. ~~Serve as Co-Chair of the Program Committee~~;

A.E. ~~Perform~~ other duties and functions as are authorized, necessary, and further described within the Division Procedures. ~~The President automatically advances to the office of Past President at the conclusion of the term of office.~~;

B.—

C.—

D.—

E.F. ~~2. The **President-Elect** shall assume the duties of the President should the President be absent or unable to act; represent the Division as a member of the Society's Governing Board; serve as Co-Chair of the Program Committee; and perform other duties and functions as are authorized, necessary, and further described within the Division Procedures. The President-Elect automatically advances~~ Automatically advance to the office of President at the conclusion of the term of office.

3. ~~3.~~ The **Vice President** shall ~~assume~~;

A. ~~Assume~~ the duties of the President-Elect should the President-Elect be absent, unable to act, or assumes the Presidency; ~~serve~~

- B. Serve as Chair of the Division's Membership Committee; ~~serve~~
- C. Serve as a member of the Division's Program Committee; ~~and perform~~
- D. Serve as a member of the Society's Nominating Committee;
- E. Serve as a member of the Society's Membership Committee;
- F. Perform other duties and functions as are authorized, necessary, and further described within the Division Procedures. ~~The Vice President automatically advances to the office of President Elect at the conclusion of the term of office.~~;

G. ~~—~~

H. ~~—~~

G. ~~4. Automatically advance to the office of President-Elect at the conclusion of the term of office.~~

4. The Secretary-Treasurer shall keep:

- A. Keep the official records of the Division; ~~conduct~~
- B. Conduct Division correspondence; ~~manage~~
- C. Manage the Division budget; ~~collect~~
- D. Collect and be custodian for any fees or assessments authorized by these Bylaws or funds allotted to the Division by the Society; ~~disburse~~
- E. Disburse funds only as authorized by the membership or Executive Committee; ~~submit~~
- F. Submit minutes of the annual Division meeting to the Executive Director of the Society within 30 days of the meeting; ~~and perform~~
- G. Perform other duties and functions as are authorized, necessary, and further described within the Division Procedures.

5. The Past President shall:

- A. Serve as Chair of the Division's Nominating;
- B. Serve as Chair of the Division's Awards committees;
- C. Serve on the Division's Resource Policy Environmental Concerns Committee;
- ~~D.~~ Perform other duties and functions as are authorized, necessary, and further described within the Division Procedures. ~~kee~~

6. ~~5.~~ The Past President Student Representative shall serve as Chair of the Nominating and Awards committees; serve:

- A. Serve on the Policy Review Executive Committee; ~~and perform other as a non-voting liaison between students and the Division~~;
- ~~B.~~ Other duties and functions as are authorized, necessary, and further described within the Division Procedures.

~~6. The Student Representative shall serve on the Executive Committee as a non-voting liaison between students and the Division; serve as Chair of the Student Committee; and perform other duties and functions as are authorized, necessary, and further described within the Division Procedures.~~

SECTION V. Division Executive Committee.

1. ~~1.~~ The Division Executive Committee shall consist of the five elected officers (President, President-Elect, Vice President, Past President, and Secretary-Treasurer), the President of each Chapter within the Division, and the Student Representative.

~~2.—~~

~~3.2.2.~~ All members of the Executive Committee, with the exception of the Student Representative, share equal voting rights. The Student Representative is a non-voting position.

~~4.—~~

~~5.3.3.~~ Each member of the Executive Committee shall have one vote on Executive Committee decisions. ~~In~~The President may vote only in the event of a tie, ~~the President's vote shall be the deciding vote.~~

~~6.—~~

~~7.4.4.~~ The Executive Committee is authorized to act for the Division between meetings and transact necessary business.

~~8.—~~

~~9.5.5.~~ The Executive Committee may levy such special fees as may be necessary to meet any expenses of the Division.

~~10.6.~~ ~~6.~~ A quorum for an Executive Committee meeting shall consist of a majority of the elected officers and one-third of the Chapter Presidents. If unable to attend an Executive Committee meeting, a Chapter President may appoint any Chapter Past President or one of the current Chapter officers to represent the Chapter, with full voting rights. If such substitution is made, the Division Secretary-Treasurer or President shall be notified prior to the meeting.

~~11.—~~

~~12.7.~~ ~~7.~~ The Executive Committee meets in conjunction with the annual Division meeting and approximately midyear between annual meetings. Such meetings are open to Division members.

SECTION VI. Division Meetings and Voting.

1. ~~1.~~ The Division shall meet at least once a year at a time and place decided at least two years in advance by the Executive Committee.

2. ~~2.~~ Special meetings may be called by a two-thirds vote of the Executive Committee, or by the President with the approval of the Executive Committee.

~~3.—~~

~~4.3.3.~~ When mutually agreeable, the Division may meet jointly with other organizations or with other units of the Society in accordance with the Standing Rules.

~~5.—~~

~~4.~~ 4. ~~When authorized by the Executive Committee, meetings and voting may be conducted using electronic media.~~

~~6.5.~~ Decisions at a meeting of the Division shall be by a majority of those voting except in the case of amendments to the Bylaws (see Section ~~XVIII~~), suspension of the Standing Rules (which requires a two-thirds majority), or as otherwise specified in the latest edition of Robert's Rules of Order.

~~7.~~

~~8.6.5.~~ A quorum at the annual meeting of the Division for the transaction of official business shall be at least 20 members in good standing.

~~9.~~

~~10.7.~~ 6. Election of officers and the Student Representative shall be by mail ballot or electronic ballot/survey. Elections for officers shall be open to membership for 30 days and open to only student members for the Student Representative. Results shall be announced at the Division Annual business meeting. The procedure for the conduct of the ~~officers~~ officer's ballot shall be determined by the Executive Committee and executed by the Secretary-Treasurer. The procedure for the conduct of the Student Representative ballot shall be determined and executed by the ~~Student Committee.~~ Secretary-Treasurer.

SECTION VII. Division Standing and Special Committees.

- ~~1.~~ 1. Standing Committees, composed of Division members in good standing, shall be organized by the President together with their chairpersons. ~~Standing committees~~ are to ~~shall~~ assist the President and the Executive Committee in conducting the affairs of the Division. The chair of each Standing Committee ~~should~~ shall report their committees' activities, findings, and recommendations at annual and interim meetings of the Division and Executive Committee. ~~The term of duty for members of Standing Committees shall extend from their appointment to the end of the following annual meeting, unless otherwise specified. Division committees shall work in close coordination with comparable committees of the Society. The structure and operating procedures of all committees are briefly described below, and~~ with details listed in detail within the Division Procedures.
- ~~2.~~ 2. The Division has established the following Standing Committees:

- A. ~~_____~~ A. Arrangements Committee. The Chair and at least three members shall be responsible ~~—~~for making all arrangements for the annual meeting, exclusive of program, to include ~~_____~~lodging, meals, pre-registration, and registration, publicity and any other needed facilities ~~_____~~or equipment.
- B. ~~_____~~ B. Audit Committee. The Chair and at least ~~two members~~one member shall audit the financial ~~_____~~records of the Division and report to the Executive Committee concerning the results and ~~—~~any recommendations ~~—~~at any of the EXCOM Meetings (monthly or annual meetings).
- ~~C. _____~~
- ~~D. _____~~ C. Awards Committee. The Chair (Past President) and at least two members shall be ~~_____~~
- ~~E.C. _____~~ _____ responsible for seeking nominees and applications for the annual awards of the Division.
- ~~F. _____~~
- ~~G.D. _____~~ D. Division Archivist. A committee of one shall be responsible for organizing, ~~—~~maintaining, and storing the Division records.
- ~~H. _____~~
- ~~I.E. _____~~ E. Resource Policy Environmental Concerns Committee. The Chair and at least ~~four~~two members (including the Past President) shall ~~be~~ _____ responsible for ~~researching~~research issues ~~referred to the committee~~ _____ and ~~developing, develop~~ appropriate responses in accordance with the Division and Society advocacy ~~_____~~procedures ~~for Executive Committee action.~~ _____, review internal and external policy, and serve as council to the Executive Committee. The Chair shall also serve on the Society Resolutions Committee as an ex officio member.
- ~~J.F. _____~~ F. Grants Funding and Investment Committee. The Chair and at least ~~four~~two members shall be responsible for making investment recommendations to the Executive ~~_____~~Committee, ~~quarterly (minimum) and~~ review ~~of~~ the Grants Fund investments, ~~and~~ _____ implementing the funding motion approved at the 2001 business meeting, quarterly (minimum). Periodic review of the Division's grants funding criteria and fund-raising activities may be ~~_____~~coordinated under the Grants Funding and Investment Committee through ad hoc ~~_____~~committees appointed by the President.
- ~~K.G. _____~~ G. Membership Committee. The Chair (Vice President) and the Chair of each ~~—~~Chapter Membership Committee within the Division ~~_____~~shall undertake to maintain the current membership and recruit ~~_____~~new members from those eligible within the Division boundaries. The Chair shall ~~_____~~also serve on the Society Membership Committee.
- ~~L.H. _____~~ H. Nominating Committee. The Chair (Past President) and at least ~~four~~two members ~~_____~~appointed by the Chair shall recommend a slate of candidates for offices of the Division, ~~_____~~and ~~a representative of the Division to serve on the Society Nominating Committee.~~ _____.
- ~~M. _____~~ I. Policy Review Committee. The Chair and at least four members (including the Past ~~_____~~President) shall ~~serve as council to the Executive Committee and provide review~~

~~_____ concerning internal and external policy and advocacy matters and public responses to those issues generated by the Division. The Chair shall also serve on the Society Resolutions Committee.~~

~~N.I. _____~~ J. Program Committee. The President-Elect and a member from the host state, ~~—~~province, island, or territory shall be appointed by the host state's President as co-chairs. ~~These individuals,~~ and at least three members (including the Vice President), shall organize an ~~—~~annual program that will include technical sessions for contributed posters and papers, ~~and _____~~invited symposia or workshops on topics relating to the field of fisheries.

~~O. _____~~ K. Student Committee. The Chair (Student Representative) and all Student Subunit ~~_____~~Presidents within the Division shall facilitate student involvement and participation ~~_____~~within the Division.

~~P. _____~~

~~Q.J. _____~~ L. Time and Place Committee. The Chair, plus two members, shall consider and ~~—~~recommend the time and place of subsequent, annual Division meetings and bring forward those recommendations to the Division Executive Committee for approval.

~~3. _____~~

3. Special Committees may be created by the Chapter Executive Committee for a specific purpose and are to be dissolved when their purpose is fulfilled. Details for Special Committees are available in the Division Procedure Manual.

SECTION VIII. Division Bylaws, Standing Rules and Procedures.

1. ~~1.~~ The Bylaws are the defining document for the Division and take precedence over all other ~~Standing~~standing Rules and Procedures of the Division. The Bylaws cannot be suspended and cannot be changed without prior notice to members as follows:~~:-~~. By laws can be amended at anytime throughout the year.
 - A. ~~_____~~A. The Bylaws may be amended by a 2/3 majority of voting members provided that the ~~—~~proposed amendment(s) are circulated in writing ~~to~~ (i.e., website, listserv) to the membership at least 30 days prior ~~—~~to voting. Voting will be open for two weeks post membership review.
 - B. ~~_____~~B. In accordance with the Society Constitution, an adopted amendment shall be ~~_____~~reviewed by the Society's Constitutional Consultant for conformity with the Constitution, ~~—~~Rules, and Procedures of the Society prior to membership vote. The Constitutional Consultant presents the adopted ~~—~~amendment as approved by the Division members to the Society ~~Governing Board~~Management Committee for approval.
 - C. ~~_____~~C. AmendmentsThe amended bylaws will take effect ~~when the Division receives~~after receiving written notice ~~of approval by the Governing Board~~ from the Society's Executive Director ~~of the Society.~~
2. ~~2.~~ The Standing Rules are the next highest level of documentation of Division operations. The Standing Rules are generally established to facilitate the conduct of Division business, and to

describe duties and responsibilities of officers and committees. The Standing Rules may be suspended or amended as follows:

- A. ~~_____A.~~ The Standing Rules may be suspended during an Executive Committee meeting ~~_____~~ until the next annual or special Division meeting by a 2/3 majority of the Executive ~~_____~~ Committee.
 - B. ~~_____B.~~ The Standing Rules may be suspended for the duration of a meeting by a 2/3 ~~_____~~ majority of members voting at an annual or special Division meeting.
 - C. ~~_____C.~~ The Standing Rules may be amended by a simple majority of members ~~_____~~ voting at an annual or special Division meeting.
3. ~~3.~~ The Procedures are the lowest level of documentation of Division operations. The Procedures are generally established to provide continuity in the conduct of Division business. The Procedures may be suspended or amended by a simple majority vote of the Executive Committee.

Revised Dates: December 2011, December 2015

Attachment #2



Clemson University Subunit of the American Fisheries Society Constitution and Bylaws



ARTICLE I

Name & Purpose of the organization

SECTION ONE

1. This organization will be known as the Clemson University Student Subunit of the American Fisheries Society, hereinafter referred to as Clemson University Fisheries Society.
2. This organization will be affiliated with the American Fisheries Society (AFS), the South Carolina Department of Natural Resources (SCDNR), and various other organizations working on the conservation of fisheries resources.

SECTION TWO

1. The objectives of the Subunit shall be those of the Society as set forth in ARTICLE I of the Constitution. In addition, the Subunit also has the following objectives:
 - To encourage the exchange of regional fisheries information among students and unit members as well as encourage student involvement in the Chapter, Division, and Society.
2. All activities of this Subunit shall conform to the Society's Constitution, Rules, and Procedures, and also follow any regulations set forth by the organization directors of Clemson University.

ARTICLE II

Membership

1. The membership of the Subunit shall be composed of Clemson University students, faculty, and [alumni](#).
2. Only Active Members of AFS may hold office in the Subunit.

ARTICLE III

Officers

SECTION ONE

1. The business management and affairs of the Subunit will be under the direction and control of the Faculty Advisor and Subunit officers.

2. The officers of the Subunit shall consist of a President, a Vice President, a Secretary, and a Treasurer. All officers must be members in good standing of the University and AFS.
3. Officers shall be nominated by a Nominating Committee. Officers shall be elected by a majority of ballots cast and election methods shall be determined by the Executive Committee.

SECTION TWO

1. Terms of elected officers shall expire the **beginning of every spring semester**.
2. The Subunit Officers shall serve for a period of one year in each office, and shall be ineligible for re-election for a period of one year after the expiration of their term.
3. In the event of a vacated position, the Executive Committee shall appoint a qualified replacement to fill the unexpired term.
4. No elected officer or appointed committee member of the Subunit shall receive any salary or other compensation. Expenses may be defrayed from funds available to the Subunit when authorized by the Executive Committee.
5. The Faculty Advisor of the Subunit shall be any academic or administrative faculty member of Clemson University.

ARTICLE IV *Duties of Officers*

1. The President shall:
 - a. Preside at all meetings;
 - b. Serve as Chair of the Executive Committee;
 - c. Appoint all committees, except the Nominating Committee;
 - d. Coordinate the activities of the Subunit's standing and technical committees and serve as liaison between such committees and the Executive Committee;
 - e. Represent the Subunit to the State Chapter;
 - f. Conduct official correspondence for the Subunit and present reports of Subunit activities at the annual meeting;
 - g. Make such appointments and perform other duties and functions as are authorized and necessary; and
 - h. Proceed to the office of Immediate Past-President at the end of the term.
2. The Vice President shall:
 - a. Assume the duties of the President, if the President is absent or unable to act;
 - b. Work closely with appointed committees to conduct business such as securing funding, reservations, and equipment for planned events and provide guidance to committees on any problem that may arise in the organization of activities; and
 - c. Serve on the Executive Committee.
3. The Secretary shall:
 - a. Keep the official records of the Subunit;

- b. Distribute (via email) meeting minutes of each official subunit meeting to each member on the official subunit roster;
 - c. Submit minutes of the annual Chapter business meeting to the AFS Executive Director and to the secretary-treasurer of the AFS Southern Division within 30 days after the annual Chapter meeting;
 - d. Perform any official changes to documents, especially amendments to the constitution and bylaws, and submit these changes to the President; and
 - e. Serve on the Executive Committee
4. The Treasurer shall:
- a. Collect and be custodian of any fees or assessments authorized by these bylaws or funds allotted to the Subunit by the Society;
 - b. Disburse funds only as authorized by either the membership or Executive Committee;
 - c. Submit, at the annual Subunit meeting, the year-end report for the previous fiscal year and a comparison of approved versus actual income and expenditures for the current fiscal year;
 - d. Submit a record of receipts and disbursements at the Annual Chapter meeting, establish necessary banking arrangements and prepare and file necessary tax returns and other official documents necessary to keep the Unit in good legal and financial standing, and maintain financial records for review by Society officers and staff as needed or required; and
 - e. Serve on the Executive Committee.
5. The Immediate Past-President shall:
- a. Assist the officers as needed by providing guidance based on their experience as President (e.g., giving contacts and other helpful information obtain during their term as president).

ARTICLE V

Executive Committee

1. The Executive Committee of the Subunit shall consist of elected officers, and other members as appointed by the President. Those with voting privileges shall be the President, Vice President, Secretary, and Treasurer, with the Faculty Advisor serving as a non-voting member.
2. The Executive Committee is authorized to act on behalf of the Subunit between annual meetings.
3. A quorum is required for transaction of official business at an Executive Committee meeting. A quorum for an Executive Committee meeting shall consist of three of the four members. Executive Committee members can appoint a proxy.
4. Each member of the Executive Committee shall have one vote on Executive Committee decisions. In the event of a tie, the President may cast the deciding vote.

5. Executive Committee meetings are called by the President and will be held on an as-needed basis.

ARTICLE VI

Meetings and Voting

1. The Subunit shall hold at least four meetings each academic semester at a time and place designated by the President. The President, with the approval of the Executive Committee, may also call special meetings.
2. Business and voting may be conducted through electronic media, if approved by the Executive Committee.
3. Decisions at meetings are by simple majority of Active Members voting, except 2/3 majorities are required in special cases, such as amending the Bylaws and suspending a Rule.

ARTICLE VII

Subunit Committees

1. Committees and Chairs of committees, except as listed in ARTICLES IV and V of these Bylaws, shall be appointed and charged by the President. Except for Standing Committees, these Subunit committees shall cease to function upon the discharge of the duties for which they were appointed or with the end of the term of the appointing officer.
2. Standing Committees help the President and the Executive Committee conduct the Subunit's affairs, and the chairs should report their committees' activities, findings, and recommendations at annual Subunit meetings and interim meetings of the Executive Committee.
3. The Subunit has established the following Standing Committees:
 - A Fundraising Committee, which shall plan and secure all subunit fundraising activities and events in order to procure monetary funds for other activities.
 - A Special Events Committee, which shall plan and secure special events of the subunit, such as community service activities and special trips.
 - A Nominating Committee, which shall solicit nominations for each elected office and shall then select and forward to the Section membership a slate of at least two candidates for each office for a vote. Committee members shall count the ballots for all elections and announce the results to the President, who will disseminate the results to the membership.

ARTICLE VIII

Dues and Fees

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

ARTICLE IX

Bylaws, Rules and Procedures

1. The Bylaws are the defining document for the Subunit and take precedence over all other rules and procedures of the Subunit. The Bylaws cannot be suspended and cannot be changed without prior notice to members.
 - a. The Bylaws may be amended by a 2/3 majority of Active Members choosing to vote, provided that the proposed amendment(s) are circulated in writing to the membership at least 14 days prior to voting.
 - b. Following approval by the Subunit membership, bylaws amendments must be submitted to the Chapter President and the Society Constitutional Consultant within 45 days of Subunit approval of the amendment.
 - c. Proposed changes to the Subunit Bylaws must be submitted to and approved by the Executive Committee before being sent to the Subunit membership for approval.
 - d. In accordance with the Society Constitution, an adopted amendment shall be reviewed by the Society's Constitutional Consultant for conformity with the Constitution, Rules, and Procedures of the Society. The Constitutional Consultant presents the adopted amendment to the Society's Management Committee for approval.
 - e. Amendments take effect when the Unit receives written notice of their approval by the Management Committee from the Society's Executive Director.
2. Rules and Procedures of the subunit will be addressed on an as-needed basis, and the President will resolve any general member disputes with advisement by the Faculty Advisor.

Attachment #3

Bylaws of the Texas A&M University- Corpus Christi Subunit of the Texas Chapter of the American Fisheries Society

Article I. Name and Objectives

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

Encourage the exchange of regional fisheries information among students and Subunit members as well as encourage student involvement in the Chapter, Division, and Society.

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

Article II. Membership

1. The membership of the Subunit shall be composed of those Society members paying dues (to be set annually by the Executive Committee) to the Subunit. University students, faculty, and alumni who are active members of the Chapter are eligible.
2. Only active members of the Society may vote, hold office, or chair a committee.

Article III. Officers

1. The officers of the Subunit shall consist of a President, President-elect, Immediate Past-President, and Secretary – Treasurer, although the latter position may be split between two people, if desired.
2. All officers must be members in good standing of the Society.
3. Officers shall be nominated by a nominating committee appointed by the President. Officers shall be elected by a majority of ballots casts and election methods shall be determined by the Executive Committee.
4. Officers serving for the following academic year shall be elected and announced at a date prior to the last monthly meeting of the current academic year.
5. The Subunit Officers shall serve for a period of one year in each office, and shall be ineligible for re-election for a period of one year after the expiration of their term.

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

Article IV. Duties of Officers

1. The President shall:
 - a. Preside at all meetings;
 - b. Serve as Chair of the Executive Committee;
 - c. Appoint all committees;
 - d. Coordinate the activities of the Subunit's standing and special committees, and serve as liaison between such committees and the Executive Committee;
 - e. Represent the Subunit to the Texas Chapter;
 - f. Conduct official correspondence for the Subunit and present reports of Subunit activities at the monthly meetings; and
 - g. Make such appointments and perform other duties and functions as are authorized and necessary.
2. The President-elect shall:
 - a. Assume the duties of the President, if the President is absent or unable to act;
 - b. Serve on the Executive Committee; and,
 - c. Advance to the office of President at the end of the term.
3. The Secretary – Treasurer shall:
 - a. Keep the official records of the Subunit, and collect and be custodian of any fees or assessments authorized by these bylaws or funds allotted to the Subunit by the Society;
 - b. Disburse funds only as authorized by either the membership or Executive Committee.
 - c. Submit, at the annual Subunit meeting, the year-end report for the previous fiscal year and a comparison of approved versus actual income and expenditures for the current fiscal year;
 - d. Submit minutes of the annual Subunit meeting to the President of the Texas Chapter within 30 days after each Subunit meeting;
 - e. Serve on the Executive Committee; and
 - f. Conduct the election.
4. The Immediate Past-President shall:
 - a. Serve on the Executive Committee;
 - b. Serve as the chair of the Nominating Committee; and,
 - c. Assist the other officers as needed.

Article V. Executive Committee

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

Article VI. Meetings and Voting

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

Article VII. Subunit Committees

1. Committees and Chairs of committees, except as listed in Articles IV and V of these Bylaws, shall be appointed and charged by the President. Except for Standing Committees, these Subunit committees shall cease to function upon the discharge of the duties for which they were appointed or with the end of the term of the appointing officer.
2. Standing Committees help the President and the Executive Committee conduct the Subunit's affairs, and the chairs should report their committees' activities, findings, and recommendations at Subunit meetings and interim meetings of the Executive Committee.
3. The Unit has established the following Standing Committees:
 - a. MEMBERSHIP COMMITTEE maintains or increases Subunit membership and recommends appropriate measures to attract new members and retain existing members. Monitors attitudes of members toward the Subunit by means of surveys, correspondence, and other avenues of communication.

- b. NOMINATING COMMITTEE names a slate of candidates for the Subunit offices of President-elect and Secretary-Treasurer according to procedures approved by the Executive Committee.

Article VIII. Dues and Fees

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

Article IX. Bylaws

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

Amendments take effect when the Subunit receives written notice of their approval by the Society's Management Committee from the Society's Executive Director.