

American Fisheries Society
April Management Committee Meeting
Monday, April 16, 2018

Participants:

MC Members: Jesse Trushenski, Scott Bonar, Brian Murphy, Joe Margraf, Craig Bonds, Rebecca Krogman, Joe Larscheid, Jackie Watson, John Boreman (Constitutional Consultant, non-voting), and Doug Austen (Executive Director, non-voting).

AFS Staff: Dan Cassidy, Drue Winters

Emerging Leaders: Dan Dauwalter

Unable to participate: Steve McMullin, Justin Davis, Randy Schultz, Dennis Riecke, Heather Hettinger

Agenda:

1. **Meeting called to order** – at 3:05PM by Trushenski
2. **Quorum established** by Boreman
3. **Agenda accepted**
4. **Approval of Management Committee minutes** from the February 20, 2018, Management Committee meeting notes and simple review of notes from the Management Committee discussion from March 19, 2018, which was discussion-only since no quorum was established.
5. Constitutional Consultants report (Boreman) - Proposed Motions (Attachments)
 - A. **Motion:** Approve the proposed amendments to the bylaws of the University of Nevada Reno Student Subunit (Attachment A)

Background: The primary purpose of the proposed amendments to the bylaws (attached) are to define who qualifies for membership and to add a section addressing removal of an officer. The bylaws amendments were reviewed by the Constitutional Consultant and deemed consistent with the AFS Constitution and Rules. Subunit membership has voted to approve the changes, as well as the CalNeva Chapter EXCOM.

Action: Moved by Boreman; 2nd by Lochman. Approved with unanimous consent.

- B. **Motion:** Approve the proposed amendments to the CalNeva Chapter bylaws. (Attachment B)

Background: The proposed amendments to the CalNeva Chapter's bylaws are to allow more flexibility in continuity of some officer positions, remove listing individual student subunits, and some housekeeping items that bring the bylaws up to date. The proposed changes have been reviewed by the Constitutional Consultant and approved by chapter membership. The revised bylaws are attached.

Action: Moved by Boreman; 2nd by Watson. Approved with unanimous consent.

- C. **Motion:** Approve the proposed amendments to the Mid-Atlantic Chapter bylaws. (Attachment C)

Background: The proposed amendments were viewed by the Constitutional Consultant and deemed to be consistent with the AFS Constitution and Rules. The amendments were recently approved by chapter membership. A copy of the bylaws including the amendments is attached (a TRACK CHANGES version is too messy to follow). Information about the proposed amendments, provided by Mike Celestino (Chapter president) follows.

"The Mid Atlantic Chapter (MAC) updated their original 1983 bylaws. The original bylaws were no longer consistent with their organizational structure and were generally antiquated, predating the internet and email. The MAC reviewed bylaws from all Chapters within the Northeast Division of AFS, the Tidewater Chapter from the Southern Division, and the Iowa Chapter (North Central Division). After consulting with AFS's Constitutional Consultant, MAC used the Iowa bylaws as their starting template.

The most prominent changes the MAC made from their original bylaws include:

- Since forming in 1983, a number of student subunits have recently formed within the MAC; these **subunits have been formally incorporated into our Chapter and acknowledged by our bylaws.**
- **MAC has expanded officer membership** from: President, President-Elect, and Secretary/Treasurer, to: President, President-Elect, Past President, separate Secretary and Treasurer positions, one member at large, and a student representative.
- MAC has **expanded the explicit list of officers duties, and created explicit duties for newly created officer positions.**
- MAC has **expanded Executive Committee membership** to include all officers and chairpersons of each standing committee (previously just President, President-Elect, and Secretary/Treasurer). All are voting members, save committee chairs.

- MAC has **defined a quorum of the Executive Committee** (absent in original bylaws; now a majority of voting members).
- MAC **changed the quorum threshold to conduct business at annual meeting** (previously 1/3 of membership, now 15 members in good standing).
- **Formalized Officer nominating process** (absent in original bylaws; now formally acknowledging nominations entertained from floor of annual business meeting).
- Formalized allowance of voting on Chapter business via mail or electronic means (original bylaws predated internet and email).
- **Established, and defined duties for, several standing committees** (absent from original bylaws): Membership, Best Student Presentation/Paper Award, Nominating / Ballot Tally, Program, Student Affairs, and Website Committees.”

Action: Moved by Boreman; 2nd by Margraf. Approved with unanimous consent.

- D. **Motion:** Approve establishment of the Mount Hood Community College (MHCC) Student Subunit. (Attachment D)

Background: The proposed bylaws for the new student subunit (attached) have been cleared by the Constitutional Consultant and the petition has been cleared by AFS staff (Jasmine Sewell).

Action: It was noted that all Oregon Chapter members are AFS members, thus all MHCC members must be AFS members. Moved by Boreman; 2nd by Bonar. Approved with unanimous consent.

- E. **Motion:** Approve proposed amendments to the Western Division AFS bylaws. (Attachment E)

Background: The proposed amendments (attached) have been reviewed and cleared by the Constitutional Consultant, and subsequently approved by Division membership. Key changes to the bylaws include: (1) making the student representative on the EXCOM a voting member and serve a term of two years instead of one; (2) re-naming the Grants Funding and Investment Committee the Financial Sustainability Committee; and (3) adding two standing committees (Diversity and Inclusion Committee and Early Career Professional Committee).

Action: Moved by Boreman; 2nd by Lochman. Approved with unanimous consent.

6. Policy update – Drue Winters

- A. Status of RAWA – Currently 45 co-sponsors in the House of Representatives (plus original sponsors). 19 AFS chapters plus several student sub-units have signed on in support of RAWA. There is no current companion Senate bill but work is in progress. AFS staff is working with NWF and others on a Hill briefing likely in mid-June. Continued effort to obtain AFS chapter support is requested.
- B. Magnuson-Stevens Act working group update – The working group is meeting weekly and working on specific recommendations. Currently there is no MSA bill moving in the Senate.
- C. USGS Capitol Hill Roundtable - A very successful event was hosted by AFS on April 12 on Capitol Hill which featured 5 USGS scientists in a roundtable format with 8 staff members from various relevant committees and Senate members. The main topic of effect of extreme events on aquatic systems was the initial focus but a broad discussion included funding for research, particularly the USGS Cooperative Fish and Wildlife Research Units, science support, and a variety of fisheries issues.
- D. Aquaculture – AFS staff have been working with Senator Wicker (R-MS) on drug approval for aquaculture.
- E. WOTUS session at Atlantic City annual meeting –We are working to develop this session. If the appropriate experts are unable to convene in AC, we will focus efforts on developing comments to submit when EPA releases its proposed replacement rule and development of a **Fisheries** synthesis article on the importance of headwater streams to fish and fisheries.

7. President/Officers report

- A. President-elect Trushenski – reported on a very successful webinar on peer review which will be expanded to a continuing education class on publishing. Trushenski also informed the MC that Zeb Hogan will be one of the plenary speakers for the Reno AFS-TWS conference. President-elect Trushenski is also discussing possible presentation by noted author Mark Kurlansky (author of *Cod: a biography of the fish that changed the world*, and many other books).
- B. 1st Vice-president Bonar – reported on continuing actions in support of the 150th anniversary planning structure and the 2020 Columbus annual meeting. Bonar is working to identify a lead person for the 150th national planning committee and will work with Martha Wilson and Austen on a “call to action” to identify members who are interested and willing to help with event planning.
- C. Past President Margraf – opened a discussion on the possible roles of the Past Presidents Advisory Council (PPAC). Several issues were identified
 - Currently the AFS Immediate past president is the chair of PPAC and it was suggested that this puts a new burden on a person who is burned out from the many duties of President. Margraf suggested that the chair of PPAC should be elected from the PPAC members and for a 2-year term.
 - Minutes of AFS Management Committee and Governing Board meetings should be shared with PPAC to keep them engaged.

- Role of PPAC should be reviewed and potentially refined.

8. Executive Director and AFS staff report

- A. Austen reported that the vote for new 2nd Vice-president will be out on May 15.
- B. Austen reported that new staff have or will soon start to fill vacant position. These include Steve Kambouris as Meetings Assistant to work with Shawn Johnston. A search is underway for a replacement for Sarah Harrison as *Fisheries* Managing Editor. This summer Aaron Lerner and Laure Hendee will initiate a search for a journal production assistant that was part of the Reno publications retreat recommendations that were adopted by the Governing Board. Finally, all four journal Editor-in-chiefs have been contracted and are in place
- C. Financial update (Attachment F) – See the full report and accompanying financial tables for the update for the 2017 calendar year and January 31, 2018. Cassidy noted that they had recently completed working with the new audit firm for 2017 and will have more to report on this at future MC calls.

9. **Additional Topics** – None

10. **Adjourn** at 4:07 p.m. EDT

Attachment A



American Fisheries Society
Western Division
California-Nevada Chapter

Bylaws of the University of Nevada, Reno, Student Subunit

Revised February 15, 2018

Section 1. NAME AND OBJECTIVES

(a) The name of this organization shall be the University of Nevada, Reno, Student Subunit of the American Fisheries Society, herein referred to as UNRAFS. The UNRAFS operates under the auspices of the California-Nevada Chapter of the American Fisheries Society.

(b) The objectives of UNRAFS shall be those of the American Fisheries Society (AFS) as set forth in Article I of the Constitution, and especially, to encourage the exchange of regional fisheries information among students and Subunit members as well as encourage student involvement in the Chapter, Western Division, and Society.

(c) All activities of this subunit shall conform to school policy and the Society's Constitution, Rules, and Procedures.

(d) It will be a goal of the UNRAFS subunit to reach out to cooperating agencies in order to develop events and programs that foster interest in the aquatic sciences at all age levels.

Section 2. MEMBERSHIP

(a) The membership of UNRAFS shall be composed of those University of Nevada, Reno (UNR) students and alumni who are active members of the California-Nevada Chapter of AFS. [Any UNR undergraduate or graduate student may participate in and join UNRAFS.](#) Only active members of the Society are eligible to vote, hold a UNRAFS office, or chair an UNRAFS committee.

(b) Students will have one semester from the time they join UNRAFS to join the California-Nevada Chapter of the American Fisheries Society.

(c) Students unable to join may still participate in UNRAFS activities, but will not be eligible to vote or hold office within UNRAFS.

(d) UNRAFS does not discriminate with respect to membership on the basis of race, color, creed, religion, national origin, age, sex, gender identity, socio-economic status, physical or mental impairment, or sexual orientation.

(e) A member is free to resign at any time for any reason if they feel that the club is not right for them.

Section 3. MEETINGS

(a) The UNRAFS shall hold at least one meeting per semester at a time and place designated by its Executive Committee.

Section 4. OFFICERS

(a) The officers of the Subunit shall consist of, at least, a President and a Secretary-Treasurer, although the latter position may be split between two people, if desired.

(b) A vice president will be elected if membership levels support staffing the position in accordance with the provisions above.

(c) Officers shall be elected during the Spring Semester, no later than one week prior to the end of the semester. Officers may serve more than one

term. If an office is vacated, the Executive Committee shall appoint a qualified replacement to fill the remainder of the term. Terms shall be for one year, beginning February 1st and ending January 31st.

(d) Officers will be nominated and elected by AFS members in good standing in a caucus style election. Only members in good standing with AFS will be considered for office.

Section 5. DUTIES OF OFFICERS

(a) The President of UNRAFS shall preside at all meetings, chair the Executive Committee, make appointments and perform other duties and functions as authorized by the UNRAFS Executive Committee.

(b) The Vice-President shall assume the duties of the President if the latter is unable to act. The Secretary-Treasurer shall assume the responsibilities of the president if the Vice-President role is not filled and the current President is unable to act. The Vice-president will also be in charge of handling membership applications and recruiting new membership.

(c) The Secretary shall keep the official meeting records, submit minutes of meetings to the membership and discharge other duties as requested by appropriate Society officers. The Secretary will also have the responsibility of running elections.

(d) The Treasurer shall keep the official financial records, disburse funds as authorized by the Executive Committee or the membership, submit a record of receipts and disbursements at meetings and discharge other duties as requested by appropriate Society officers.

Section 6. EXECUTIVE COMMITTEE

(a) The Executive Committee (EXCOM) of UNRAFS shall consist of elected officers, a faculty advisor, and other members as may be appointed and charged by the President in consultation with the faculty advisor. The executive committee is authorized to act on behalf of UNRAFS between meetings. As soon as the advisor leaves a search must be initiated for a new advisor.

(b) The executive committee may consist of graduate and undergraduate students as well as alumni.

Section 7. OFFICER REMOVAL

Commented [RS1]: From John Boreman, AFS Constitutional Consultant:

Very, very few unit bylaws contain an officer removal provision (only one that I know of), and removal of officers is covered in Robert's Rules (which is cited in the bylaws as the default decision reference document). **Therefore, I suggest it be removed.**

Commented [RS2R1]: Reply from Zach Bess UNR – University requires that we specify a process for officer removal. I have incorporated this into the changes

(a) There can be a two-thirds vote by the UNRAFS subunit members who are active society members to remove an officer from their position.

Formatted: Font: Not Bold

Section 87. SUBUNIT COMMITTEES

(a) Committees and Chairpersons of committees, except as listed in Section 5 and 6 of these bylaws, shall be appointed and charged by the President. Except for Standing Committees, these committees shall cease to function upon the discharge of the duties for which they were appointed.

Section 98. VOTING AND QUORUM

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

Section 109. DUES AND FEES

(a) There are no dues to be a member of the UNR AFS chapter. There may be fees to go to the annual meeting unless the member volunteers at the event.

Section 110. AMENDMENT OF BYLAWS

1. The Bylaws are the defining document for the subunit. The Bylaws cannot be suspended and cannot be changed without prior notice to members.

a) Subunit Bylaws may be amended and approved by mail or electronic ballot.

b) 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.

c) In accordance with the Society Constitution, all amendments shall be reviewed by the Society's Constitutional Consultant for conformity with the Constitution, Rules, and Procedures of the Society. The Constitutional Consultant presents the adopted amendment to the Society Management Committee for approval.

d) Amendments take effect when the subunit receives written notice of their approval by the Management Committee from the Society Executive Director

e) Bylaws are subject to an automatic review every three years, by EXCOM members, Officers, and members.

Attachment B

Bylaws as approved by the AFS Governing Board, September 11, 2010.

BYLAWS OF THE CALIFORNIA-NEVADA CHAPTER OF THE

AMERICAN FISHERIES SOCIETY

Article 1. Name and Objectives

1. The name of this organization shall be the California-Nevada Chapter of the American Fisheries Society, hereinafter referred to as the Chapter. The parent American Fisheries Society is hereinafter referred to as the Society and the Western Division of the American Fisheries Society is hereinafter referred to as the Division.
2. Chapter objectives shall be consistent with those of the Society as set forth in Article I of the Society's Constitution and are as follows:
 - a) To promote the conservation, development, and wise use of the fisheries;
 - b) To promote and evaluate the development and advancement of all branches of fisheries science and practice;
 - c) To gather and disseminate to Society members and the general public scientific, technical, and other information about fisheries science and practice through publications, meetings, and other forms of communication;
 - d) To encourage the teaching of fisheries science and practice in college and universities

Article 2. Membership

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

Article 3. Meetings

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

Article 4. Officers

- ~~1.~~ Chapter officers shall consist of a President, President-Elect, Past-President, Secretary, and Treasurer. Election of officers shall be by mail or electronic ballot vote or by a ballot box vote at the annual meeting. Officers shall be elected by a majority of ballots cast. The Executive Committee shall determine balloting procedures. In the case of a vacated position, the Executive Committee shall appoint a Chapter member as replacement by majority vote.

- 1.
2. All officers must be members in good standing of the Society.

Commented [RS3]: Proposed revisions 1-16-2018

- Article 4, line 3 – Remove text prohibiting consecutive terms for elected officers. This is meant to preserve flexibility for filling positions
- Article 12 – minor regrouping of text
- Overall – minor renumbering of subsections for consistent formatting

3. The terms of President, President-Elect, and Past-President shall be one year. The terms of Secretary and Treasurer shall be two years and shall be staggered so that only one of these officers is elected each year. ~~An elected officer shall be ineligible for reelection to the same office for one year after the term expiration date.~~
4. The terms of office will coincide with that of the Society. Elected officers will assume their new duties at the time of the Society's scheduled annual business meeting.
5. No elected officer or appointed committee member of the Chapter shall receive any salary or other compensation. Expenses may be defrayed from funds available to the Chapter when authorized by the Executive Committee or when specified by the annual budget.

Commented [RS4]: Executive Committee proposed deleting this line at December 2017 meeting. The goal is to allow more flexibility for continuity in some officer positions.

Article 5. Duties of Officers

1. The President shall:
 - a) Preside at all meetings.
 - b) Serve as Executive Committee Chair;
 - c) Represent the Chapter to the Division and the Society;
 - d) Appoint all standing and ad hoc committee chairs.
2. The President-Elect shall:
 - a) Serve as Program Committee Chair
 - b) Assume the duties of President in the President's absence or inability to act.
 - c) Advance to the office of President at the end of the term.
3. The Past-President shall:
 - a) Be the immediate outgoing President
 - b) Assume the duties of President in the event of the President's and President-Elect's absence.
4. The Secretary shall:
 - a) Keep the official Chapter records and perform such duties as may be requested by the Executive Secretary of the Society or the Secretary-Treasurer of the Division.
 - b) Submit minutes of the annual Chapter business meeting to the Executive Director and to the Secretary-Treasurer of the Division within 30 days after the annual Chapter meeting.
 - c) Conduct the election.
5. The Treasurer shall:
 - a) Collect and be custodian of funds collected under Article 10 of these Bylaws, and any other funds received by the Chapter.
 - b) Prepare an annual budget and disperse funds as authorized or required
 - c) Submit a record of receipts and disbursements at the general membership meeting
 - d) Maintain financial records in standard accounting format for review by Society officers and staff as needed or required.

Article 6. Executive Committee

1. The Executive Committee of the Chapter shall consist of: the President, President-Elect, Past-President, Secretary, Treasurer, Newsletter Editor, Standing Committee Chairs, and the Presidents of the ~~Sacramento, Davis, Humboldt State, and Hawaii~~ Student Subunits of the

Commented [RS5]: Recommend not naming specific subunits, since status may change more frequently than a Bylaws revision. For example, we have 2 new subunits (Reno and Santa Cruz-Monterey Bay Area) and Hawaii subunit has not been active for years

Formatted: Highlight

Formatted: Highlight

Chapter. It is authorized to act for the Chapter between general membership meetings, to perform Chapter duties and functions, and to disperse funds for Chapter business.

2. A voting quorum for transaction of official business of the Executive Committee shall be six Executive Committee members, including at least three elected officers (President, President-Elect, Past-President, Secretary, and Treasurer) and three Standing Committee Chairs. In the event that a Standing Committee Chair cannot attend an Executive Committee meeting, the Chair may designate another member of the same committee to attend with full voting rights.
3. Each member of the Executive Committee shall have one vote on Executive Committee decisions. In the event of a tie, the President's vote ~~shall be~~ may cast the deciding vote.
4. Executive Committee meetings are called by the President.

Article 7. Chapter Committees

1. The Chapter President is authorized to create from Full members of the Chapter any temporary or ad hoc committees that are necessary to meet Chapter objectives, consistent with Article 2 of these Bylaws. Standing Committees, as referred to in these Bylaws, are long-term in nature. Their subject matter is of continuing significance for meeting Chapter objectives and sufficiently important to warrant representation on the Executive Committee.
2. Standing Committees shall be created upon the affirmative vote of a majority of the Executive Committee. Standing Committee Chairs shall be appointed by the President. Standing committee members shall be appointed by respective Chairs. The Standing Committees and their function are described in the Chapter's Procedure Manual.

Article 8. Application for Society Membership

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

Article 9. Student Subunits

1. The Chapter can maintain one or more student subunits under its auspices. The student subunits shall abide by a set of bylaws approved by both the Chapter and Society.

Article 10. Voting and Quorum

1. Decisions at Chapter business meetings shall be by majority vote of Full Members present at any meeting, except that a two-thirds majority vote shall be required for amendment of Chapter Bylaws and suspending a Rule. Other less frequently used voting requirements are described in Robert's Rules of Order.
2. A quorum at any Chapter general membership meeting for the transaction of Chapter business shall be twenty Chapter members. Business and voting may be conducted via mail or electronic media if approved by the Executive Committee.
3. Unless otherwise specified in these Bylaws or the Constitution of the Society, business shall be conducted according to the latest edition of Robert's Rules of Order.

Article 11. Fees and Dues

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

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

Article 12. Amendments to the Bylaws, Rules and Procedures

~~1. Chapter Bylaws may be amended and approved in accordance with Article 10 of these Bylaws, or by mail or electronic ballot.~~

~~2.1.1-~~ The Bylaws are the defining document for the Chapter and take precedence over all other rules and procedures of the Chapter. The Bylaws cannot be suspended and cannot be changed without prior notice to members.

~~a) Chapter Bylaws may be amended and approved in accordance with Article 10 of these Bylaws, or by mail or electronic ballot.~~

~~a)b) 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)c) B-~~ In accordance with the Society Constitution, all amendments shall be reviewed by the Society's Constitutional Consultant for conformity with the Constitution, Rules and Procedures of the Society. The Constitutional Consultant presents the adopted amendment to the Society ~~Governing Board~~ Management Committee for approval.

~~e)d) C-~~ Amendments take effect when the Chapter receives written notice of their approval by the ~~Governing Board~~ Management Committee from the Society Executive Director.

~~3.2.2-~~ Rules are the next highest level of documentation of Chapter operations. They are generally established to facilitate the conduct of Chapter business, and to describe duties and responsibilities of officers and committees. They may be suspended or amended as follows.

a) ~~A-~~ The Rules may be suspended during an Executive Committee meeting until the next annual or special Chapter meeting by a 2/3 majority of the Executive Committee.

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

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

~~4.3.3-~~ Procedures are the lowest level of documentation of Chapter operations. They are generally established to provide continuity in the conduct of Chapter business. The Procedures may be suspended or amended by a simple majority vote of the Executive Committee.

Article 13. Communications Guidelines

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

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

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

3.

- a) Correspondence shall be used when time does not permit the formulation of resolutions or position statements or when resolutions or position statements are unnecessary. Correspondence may be followed up by a resolution or position statement.
- b) All Chapter correspondence must be signed by the President or the President's designee. If the President refuses to sign or appoint a designee, Article 7(a) (v) of these Bylaws shall apply.

Article 14. Procedure Manual

1. The Chapter's Procedure Manual details protocols for Chapter operations, including responsibilities of Committees, Committee Chairs, and Chapter officers and use of Chapter funds. The Procedure Manual can be revised as needed by a majority vote for approval of the Executive Committee or a majority vote of approval of the membership.

2. The Immediate Past President is responsible for keeping the Procedure Manual updated with assistance from the Committee Chairs and the Executive Committee.

~~1.~~3. The Procedure Manual is periodically updated to accurately reflect how the Chapter conducts its business and provides information that ensures new Committee Chairs and officers can conduct Chapter business effectively.

Attachment C



MID-ATLANTIC CHAPTER
AMERICAN FISHERIES SOCIETY

Mid-Atlantic Chapter – American Fisheries Society Bylaws

SECTION I

Name and Objectives

1. The name of this organization shall be the Mid-Atlantic Chapter of the American Fisheries Society, and hereinafter referred to as the Chapter.
2. The objectives of the Chapter shall be those of the American Fisheries Society, herein after called the Society, as set forth in Article I of the Constitution, and to encourage the exchange of information by members of the Society residing in, working in, or having a professional interest in the States of New Jersey and/or Delaware.

SECTION II

Membership

1. Individuals in good standing (have paid annual membership dues for the current meeting year, defined as the time between successive Chapter business meetings, to the Chapter) are members in this Chapter. Society members residing in, working in, or having a professional interest in the States of New Jersey and/or Delaware are eligible for membership in this Chapter. Members of the Rutgers University Student Subunit, Stockton University Student subunit, and/or Marine Academy of Technology and Environmental Science (MATES) Student Subunit who have paid dues shall be recognized as Chapter members.
2. Only active members of AFS may vote, hold office, or chair a committee.

SECTION III

Officers

1. The officers of the Chapter shall consist of elected officers of the Chapter, which consists of a President, President-Elect, Past President, Secretary, Treasurer, member at large, and student representative.

2. Upon completion of an election as described in Section VI, the newly elected Chapter Secretary, Treasurer, President-Elect, student representative, and at-large member shall be announced to the membership. Current Executive Committee Officers shall advance to the next higher office at the Chapter business meeting and the newly elected officers will be installed at this time. At the installation, the current President-Elect and President automatically become President and immediate Past-President, respectively.
3. The term of all officers shall be the date of their election through the election at the next Chapter business meeting or until a successor is elected. The Chapter President and Chapter President-Elect shall serve for a term of one year in each office (subject to provisions in Section VI), and shall be ineligible for re-election for a period of one year after the expiration of their term as Past-President. Other officers, save the Past-President and student representative, may hold office for a period longer than the year.
4. In case of a vacated position, the Executive Committee shall appoint a qualified replacement to fill an unexpired term. A vacated immediate past-presidency shall not be filled until the next scheduled transition of officers.

SECTION IV

Duties of Officers

1. The President shall:
 - A. Preside at all meetings;
 - B. Chair all Chapter and Executive Committee meetings;
 - C. Chair the Program Committee;
 - D. Represent the Chapter on the Northeastern Division Executive Committee and, when feasible, attend the Northeastern Division Meeting at Chapter expense if unable to procure funding by other means;
 - E. Represent the Chapter at Society meetings;
 - F. Appoint standing committee chairs within 60 days after assuming office, or as soon as possible thereafter;
 - G. Make appointments as authorized by the Bylaws;
 - H. Establish and appoint special committees as required;
 - I. Coordinate the activities of all Chapter committees and serve as liaison between such committees and the Executive Committee;
 - J. Exercise other responsibilities arising from actions of the Executive Committee, Chapter, Northeastern Division, and the Society;
 - K. Conduct official correspondence for the Chapter and present reports of Chapter activities at the annual meeting;
 - L. Ensure that all activities of the Chapter are in accordance with Chapter Bylaws, Rules, and Procedures and Society Constitution, Rules, and Procedures.
2. The President-Elect shall:
 - A. Assume the duties of President when that officer is temporarily or permanently unable to act;
 - B. Advance to the office of President at the Chapter annual business meeting;
 - C. Develop a work plan for Presidency consistent with the Chapter Strategic plan

3. The Immediate Past-President shall:
 - A. Serve as Chair for the Chapter Nominating Committee;
 - B. Serve as Chapter Membership Committee Chair;
 - C. Serve on Student Affairs Committee
 - D. Perform other duties as may be requested by the President;

4. The Treasurer shall:
 - A. Collect and be custodian of fees collected under Section VII of these Bylaws and any other funds that may be allotted to the Chapter;
 - B. Pay all Chapter accounts owed and disburse funds as directed by the Membership or the Executive Committee;
 - C. Submit a record of receipts and disbursements to the Audit Committee or Executive Committee before the annual Chapter meeting;
 - D. Perform such duties as may be requested by the Governing Board of the Society, the President of the Northeastern Division, and/or the President of the Chapter;
 - E. Submit a report to the Executive Director of the Society within 30 days of the end of the Chapter fiscal year (or when requested by the Executive Director) and perform other duties as may be requested by the President;

5. The Secretary shall:
 - A. Prepare and maintain minutes of all Executive Committee meetings/calls and Chapter annual business meeting;
 - B. Maintain the official records and archives of the Chapter.

6. The Student representative shall:
 - A. Shall serve as a Student Leader for Chapter activities involving graduate and undergraduate student members.
 - B. Serve as liaison between MAC students and the Executive Committee as a voting member of the Executive Committee
 - C. Attendance of MAC Executive Committee meetings
 - D. Administration of the MAC student email listerv
 - E. Fostering communication and interaction between students from all subunits
 - F. Fostering communication and interaction between students and professionals
 - G. Assisting with organizing and running the MAC Annual Meeting by:
 - i. Coordinating student travel awards
 - ii. Coordinating student volunteers for various tasks
 - iii. Organizing a student event if possible
 - iv. Assisting with other tasks as determined by the MAC President
 - H. Chairs Student Affairs Committee.

7. The At-large member shall:
 - A. Recruit new members for the general membership and/or Executive Committee.
 - B. Support standing committees with executing stated goals where appropriate.

- C. Maintains regular contacts with fisheries interests in his/her state, and report items of interest to other Executive Committee members.
- D. Serve as member of the Membership Committee to recruit new members to the Chapter and Society.
- E. When the annual Chapter meeting is held in his/her state, assists the President with arrangements for the meeting.

SECTION V

Executive Committee

1. The Chapter Executive Committee comprises the elected officers of the Chapter, including the President, the President-Elect, Immediate Past-President, Secretary, Treasurer, at-large member, the student representative, and the chairpersons of each standing committee. Voting members are the President, the President-Elect, Immediate Past-President, Secretary, Treasurer, at-large member, and the student representative.
2. The committee is authorized to act for the Chapter between meetings and to perform appropriate duties and functions.
3. A quorum is required for transaction of official business at an Executive Committee meeting. A quorum for an Executive Committee meeting shall consist of four voting members. Executive Committee members can appoint a proxy.
4. Each of the 7 voting members of the Executive Committee shall have one vote on Executive Committee decisions. In the event of a tie, the President's vote shall be the deciding vote.
5. Executive Committee meetings are called by the President and are held at least six times per year (typically in the month immediately following the annual meeting, then every other month thereafter).

SECTION VI

Meetings, Quorum, and Voting

1. The nominating committee can entertain nominations from the floor at the Chapter's Annual Business Meeting. The officers are elected at the Annual Business Meeting of the Chapter by a majority of ballots cast by the membership in attendance at the Annual Business Meeting. They are installed at the meeting during which they are elected. At that time, the current President automatically becomes the Immediate Past President. The officers retain office until the next Annual Business Meeting (or until a successor is elected, per Section III, 3.). Officers, except Secretary, Treasurer, and the at-larger member, may not be elected for successive terms.
2. The nominee receiving the largest number of votes for each office is elected. If a tie occurs, the President, President-Elect, Past President, the Secretary, and the Treasurer will make the selection by a majority vote.

3. The Chapter shall hold at least one meeting annually at a time and place designated by the Executive Committee. This meeting is open to the entire membership.
4. When mutually agreeable, the Chapter may meet jointly with other organizations or with other units of the Society.
5. A quorum is required for the transaction of official business at the annual meeting. A quorum shall be at least 15 members in good standing. When a quorum is present, decisions at meetings are by simple majority of members in good standing, 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.
6. Business and voting procedures for the Chapter shall be determined by the Executive Committee and executed by the Secretary. Business and voting may be conducted via mail or electronic mail instead of at Chapter meetings. An electronic vote must be approved by the Executive Committee as appropriate for the issue being considered. All aspects of the vote (quorum, notification, length of time the vote is left open) must follow the approved procedures for the type of issue being considered.
7. Unless otherwise specified in these Bylaws or the Society Constitution, meetings are conducted according to the latest edition of Robert's Rules of Order.
8. The program and presentation of papers shall be the responsibility of the Program Committee.

SECTION VII

Finances

1. The Chapter's fiscal year shall start January 1 and end December of the same year.
2. A current accounting of all funds shall be kept by the Chapter Treasurer.
3. The Executive Committee may assess fees necessary to cover the costs of the meeting and Chapter activities.

SECTION VIII

Chapter Committees

1. Standing Committees help the President and the Executive Committee conduct the Chapter's affairs, and the chairs should report their committees' activities, findings, and recommendations, when appropriate, at annual Chapter meetings and interim meetings of the Executive Committee.
2. The term of duty for members of a standing committee shall extend from their appointment to the end of the meeting year, unless otherwise stipulated.
3. Chapter committees shall work in close coordination where possible with comparable committees of both the Northeastern Division and Society.
4. Special committees may be created by the Chapter Executive Committee for a specific purpose and are to be dissolved when no longer needed.
5. The Chapter has established the following standing committees:
 - A. **MEMBERSHIP**

The Committee maintains Chapter Membership and takes appropriate measures to recruit new members. Personnel: 1. Immediate Past-President (Chair); 2. At-large member; 3. Indefinite number of others.
 - B. **BEST STUDENT PRESENTATION AND PAPER AWARD**

The Committee nominates a Chapter member who makes an outstanding presentation (oral and/or poster) at the annual Chapter meeting. Personnel: Chair plus indefinite number of others.
 - C. **NOMINATING AND BALLOT TALLY**

The Committee names a slate of candidates for the Chapter offices of President-Elect, Secretary, Treasurer, Student Representative, and at-large member. Also, the Committee counts the election ballots and transmits the results to the President within 10 days of the election's closing date. Personnel: Past-president (Chair) plus up to two people.
 - D. **PROGRAM**

The Committee assembles and administers the program for the Chapter's annual meeting. Personnel: 1. President (Chair); 2. Indefinite number of others.
 - E. **STUDENT AFFAIRS**

The Committee serves as the liaison between students, the student subunit, and the Mid-Atlantic Chapter. Personnel: Student Representative (Chair) plus Past President.
 - F. **WEBSITE**

The Committee operates as webmaster for the Chapter and does related duties (maintains and updates website, social media, etc.). Personnel: Chair plus indefinite number of others.

SECTION IX

Bylaws, Rules and Procedures

1. The Bylaws are the defining document for the Chapter and take precedence over all other rules and procedures of the Chapter. The Bylaws cannot be suspended, unless otherwise specified in the Bylaws, and cannot be changed without prior notice to members.
 - A. The Bylaws of the Chapter may be amended by a 2/3 majority vote of approval by those members voting at a meeting or via an electronic vote, provided that prior notice of at least 30 days be given to the membership of the proposed change(s).
 - B. In accordance with the Society Constitution, an adopted amendment shall be reviewed by the Society's Constitutional Consultant for conformity with the Constitution, Rules and Procedures of the Society. The Constitutional Consultant presents the adopted amendment to the Society Management Committee for approval.
 - C. Said change(s) do not take effect until the Society's Executive Director has sent the Chapter written notice of approval by the Society's Management Committee.
2. Rules are the next highest level of documentation of Chapter operations. They are generally established to facilitate the conduct of Chapter business, and to describe duties and responsibilities of officers and committees. They may be suspended or amended as follows:
 - A. The Rules may be suspended during an Executive Committee meeting until the next annual or special Chapter meeting by a 2/3 majority of the Executive Committee.
 - B. The Rules may be suspended for the duration of a meeting by a 2/3 majority of members voting at an annual meeting, special Chapter meeting, or via an electronic vote.
 - C. The Rules may be amended by a simple majority of Active members in good standing voting at an annual meeting, special Chapter meeting, or via an electronic vote.
3. Procedures are the lowest level of documentation of Chapter operations. They are generally established to provide continuity in the conduct of Chapter business. The Procedures may be suspended or amended by a simple majority vote of the Executive Committee.

Attachment D

Bylaws of the Mt. Hood Student Subunit of the Oregon Chapter of the American Fisheries Society

Article I. Name and Objectives

1. The name of this organization shall be the Mt. Hood Student Subunit of the Oregon Chapter of the American Fisheries Society, hereinafter referred to as the Subunit, Chapter, and Society, respectively.
2. The objectives of the Subunit shall be to support those of the Society as set forth in Article I of the Constitution. To initiate and complete projects on the local level to aid in the achievement of the goals of the Society. In addition, the Subunit also has the following objective:

The Mt. Hood Community College Student Subunit of AFS has been organized to promote the understanding of fisheries and fisheries related issues and to encourage participation within the American Fisheries Society, fostering a community of students and fisheries professionals. Specific objectives of the Subunit include assisting the Oregon Chapter of the American Fisheries Society with the annual Chapter meeting, as well as encouraging participation, and facilitating increased opportunities for professional development and networking.

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 Mt. Hood Community College students, faculty, and alumni who are active members of the Chapter.
2. Only active members of the Society may vote, hold office, or chair a committee.

Article III. Officers

1. The officers of the Subunit shall consist of a President, Vice President, Secretary-Treasurer, although the latter position may be split between two persons if sufficient interest in the office exists.
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. It shall be the duty of the Nominating Committee to prepare a slate of nominees for election to the

positions of Chapter Officers and Directors. Officers shall be elected by a majority of ballots cast and election methods shall be determined by the Executive Committee.

4. Terms of newly-elected officers shall change at the meeting closest in time to the Society's annual meeting.
5. The Subunit Officers shall serve for a period of one year in each office, and shall be ineligible for 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 of other compensation. Expenses associated with Subunit-related activities may be defrayed from funds available to the Subunit when authorized by the Executive Committee.

Article IV. Duties of Officers

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

4. The proposed list of officers is a minimum. Others may be added as needed by the Chapter.

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 once a month.

Article VII. Meetings and Voting

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

Article VII. Subunit Committees

1. Committees and Chairs of committees, except as listed in Articles IV and V of these Bylaws, shall be appointed and charged by the President. Except for Standing Committees, these Subunit committees shall cease to function upon the discharge of the duties for which they were appointed or with the end of the term of the appointing officer.
2. Standing Committees help the President and the Executive Committee conduct the Subunit's affairs, and the chairs should report their committees' activities, findings, and recommendations at Subunit meetings and interim meetings of the Executive Committee.
3. The Subunit may establish the following Standing Committees based on its needs:
 - a. MEMBERSHIP COMMITTEE maintains or increases Subunit membership and recommends appropriate measures to attract new members and retain existing members.
 - b. NOMINATING COMMITTEE names a slate of candidates for the Subunit offices of President-elect, Vice-president, and Secretary - Treasurer according to procedures approved by the Governing Board. (see Article III(3))

- c. PROGRAM COMMITTEE assembles and administers the program for the monthly Subunit meeting.
- d. RAFFLE COMMITTEE organizes and conducts a Subunit raffle held in conjunction with the monthly meeting with proceeds going to the Subunit.

Article VIII. Dues and Fees

1. No dues will be assessed for membership. The Executive Committee reserves the right to set fees to cover the costs for special events, if appropriate.

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.

Bylaws of the Mt. Hood Student Subunit of the Oregon Chapter of the American Fisheries Society

Article I. Name and Objectives

3. The name of this organization shall be the Mt. Hood Student Subunit of the Oregon Chapter of the American Fisheries Society, hereinafter referred to as the Subunit, Chapter, and Society, respectively.
4. The objectives of the Subunit shall be to support those of the Society as set forth in Article I of the Constitution. To initiate and complete projects on the local level to aid in the achievement of the goals of the Society. In addition, the Subunit also has the following objective:

The Mt. Hood Community College Student Subunit of AFS has been organized to promote the understanding of fisheries and fisheries related issues and to encourage participation within the American Fisheries Society, fostering a community of students and fisheries professionals. Specific objectives of the Subunit include assisting the Oregon Chapter of the American Fisheries Society with the annual

Chapter meeting, as well as encouraging participation, and facilitating increased opportunities for professional development and networking.

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

Article II. Membership

3. The membership of the Subunit shall be composed of Mt. Hood Community College students, faculty, and alumni who are active members of the Chapter.
4. Only active members of the Society may vote, hold office, or chair a committee.

Article III. Officers

8. The officers of the Subunit shall consist of a President, Vice President, Secretary-Treasurer, although the latter position may be split between two persons if sufficient interest in the office exists.
9. All officers must be members in good standing of the Society.
10. Officers shall be nominated by a Nominating Committee appointed by the President. It shall be the duty of the Nominating Committee to prepare a slate of nominees for election to the positions of Chapter Officers and Directors. Officers shall be elected by a majority of ballots cast and election methods shall be determined by the Executive Committee.
11. Terms of newly-elected officers shall change at the meeting closest in time to the Society's annual meeting.
12. 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.
13. In the event of a vacated position, the Executive Committee shall appoint a qualified replacement to fill the unexpired term.
14. No elected officer or appointed committee member of the Subunit shall receive any salary of other compensation. Expenses associated with Subunit-related activities may be defrayed from funds available to the Subunit when authorized by the Executive Committee.

Article IV. Duties of Officers

5. The President shall:
 - h. Preside at all meetings;
 - i. Serve as Chair of the Executive Committee;
 - j. Appoint all committees;
 - k. Coordinate the activities of the Subunit's standing and special committees, and serve as liaison between such committees and the Executive Committee;
 - l. Represent the Subunit to the Oregon Chapter;
 - m. Conduct official correspondence for the Subunit and present reports of Subunit activities at the annual meeting; and
 - n. Make such appointments and perform other duties and functions as are authorized and necessary.

6. The Vice President shall:
 - e. Serve on the Executive Committee;
 - f. Serve as the chair of the Nominating Committee;
 - g. Serve as the chair of the Program Committee; and
 - h. Shall assume the duties of the President in the event of his/her absence or inability to act.

7. The Secretary – Treasurer shall:
 - g. Keep the official records of the Subunit, collect and be custodian of any fees or assessments authorized by these bylaws or funds allotted to the Subunit by the Society;
 - h. Disburse funds only as authorized by either the membership or Executive Committee.
 - i. Submit, at the monthly Subunit meeting, the monthly financial report for the previous month and a comparison of approved versus actual income and expenditures for the current month;
 - j. Submit minutes of the monthly Subunit meeting to the President of the Oregon Chapter within 30 days after the monthly Subunit meeting;
 - k. Serve on the Executive Committee; and
 - l. Conduct the election.

8. The proposed list of officers is a minimum. Others may be added as needed by the Chapter.

Article V. Executive Committee

6. The Executive Committee of the Subunit shall consist of elected officers and other members as appointed by the President.
7. The Executive Committee is authorized to act on behalf of the Subunit between meetings.
8. 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.
9. 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.
10. Executive Committee meetings are called by the President and are typically held once a month.

Article VII. Meetings and Voting

7. The Subunit shall meet once a month. The Executive Board sets the time and place of the meeting. All general and board meetings shall be open to all members of the Chapter.
8. Special meetings may be called by the President with approval of the Executive Committee.
9. A quorum is required for transactions of official business and shall be a simple majority of Active Members.
10. Business and voting may be conducted via mail or electronic media if approved by the Executive Committee.
11. 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.

12. 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

4. 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.
5. 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.
6. The Subunit may establish the following Standing Committees based on its needs:
 - a. MEMBERSHIP COMMITTEE maintains or increases Subunit membership and recommends appropriate measures to attract new members and retain existing members.
 - b. NOMINATING COMMITTEE names a slate of candidates for the Subunit offices of President-elect, Vice-president, and Secretary - Treasurer according to procedures approved by the Governing Board. (see Article III(3))
 - c. PROGRAM COMMITTEE assembles and administers the program for the monthly Subunit meeting.
 - d. RAFFLE COMMITTEE organizes and conducts a Subunit raffle held in conjunction with the monthly meeting with proceeds going to the Subunit.

Article VIII. Dues and Fees

2. No dues will be assessed for membership. The Executive Committee reserves the right to set fees to cover the costs for special events, if appropriate.

Article IX. Bylaws

2. 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.
 - C. 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.
 - D. 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.

Attachment E

Western Division AFS Bylaws

SECTION I. Division Name and Objectives.

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. The objectives of the Division shall be those set forth in Article I of the Constitution of the Society, and additional objectives include:
 - A. Provide a forum for the exchange of technical and policy information common to and of interest to the Division membership.
 - B. Promote awareness among Division members, public officials, and the general public of the nature and extent of fishery matters of concern to the Division membership.
 - C. Facilitate the timely exchange of information among Division units, Student Subunits, and members of the Division.
 - D. Provide a vehicle for the active participation of individual members in Society business and professional activities.

SECTION II. Division Membership.

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. All Society members residing in places identified in Section II.1 are automatically members of the Division. They may elect to be a member of another Division 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 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 ~~(non-voting)~~, and the elected Division Chapter Presidents.
 - A. All officer candidates shall be Society members in good standing for at least two years immediately preceding their nomination. Candidates should have served as officers within a Chapter, another Division or in a similar position with another organization prior to seeking candidacy in the Division. Candidates should have attended a Division annual meeting in one of the preceding three years.
 - B. Candidates for officer positions shall be nominated by the Nominating Committee. Officers shall be elected by a majority of ballots cast from the membership.
 - C. The Division President, President-Elect, Vice President, and Past President shall serve for 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.
 - 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. Individuals may not run again for Secretary-Treasurer for a year after completing their second term.
 - E. The officers and representatives shall assume office at such time as the Society's officers are installed.
 - F. 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 the annual election is held.
 - G. 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 two years, 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. The Student Representative must be an undergraduate or graduate student in good standing when elected. Graduation does not affect the term in office. If the Student Representative is unable or does not wish to serve for the second year of their term the Executive Committee must be notified in writing at least one month prior to annual elections. Individuals may not run again for Student Representative for one year after completing their term.

Commented [TW6]: This is the part I don't think we agreed to change. It should stay one year with the option of a second year, maximum of two consecutive terms.

Commented [BB7]: Perhaps we should say "unwilling or unable" or "uninterested or unable" to indicate that the student rep will have a choice to either continue on for a second year or not.

Commented [TW8]: I know we discussed this, but we didn't vote to change this.

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. As per Society rules, no proxy may serve on the Management Committee.
 - C. The Past President shall represent the Division as a member of the Society's Nominating Committee. If the Past President is unable to fulfill these duties, the Division will elect one representative by a majority of ballots cast from the Executive Committee 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. The **President** shall:
 - A. Preside at all Division meetings;
 - B. Serve as Chair of the Executive Committee;
 - C. Represent the Division as a member of the Society's Governing Board;
 - 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;
 - 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;
 - E. Perform other duties and functions as are authorized, necessary, and further described within the Division Procedures;

- F. Automatically advance to the office of President at the conclusion of the term of office.
3. The **Vice President** shall:
- A. Assume the duties of the President-Elect should the President-Elect be absent, unable to act, or assumes the Presidency;
 - B. Serve as Chair of the Division’s Membership Committee;
 - C. Serve as a member of the Division’s Program Committee;
 - D. Serve as a member of the Society’s Membership Committee;
 - E. Perform other duties and functions as are authorized, necessary, and further described within the Division Procedures;
 - F. Automatically advance to the office of President-Elect at the conclusion of the term of office.
4. The **Secretary-Treasurer** shall:
- A. Keep the official records of the Division;
 - B. Conduct Division correspondence;
 - C. Manage the Division budget;
 - D. Collect and be custodian for any fees or assessments authorized by these Bylaws or funds allotted to the Division by the Society;
 - E. Disburse funds only as authorized by the membership or Executive Committee;
 - F. Submit minutes of the annual Division meeting to the Executive Director of the Society within 30 days of the meeting;
 - 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 Committee;
 - B. Serve as Chair of the Division’s Awards committees;
 - C. Serve on the Division’s Resource Policy and Environmental Concerns Committee;
 - D. Serve as a member of the Society’s Nominating Committee;
 - E. Perform other duties and functions as are authorized, necessary, and further described within the Division Procedures.
6. The **Student Representative** shall:
- A. Serve on the Executive Committee as a ~~non-voting~~ liaison between students and the Division;
 - B. Perform other duties and functions as are authorized, necessary, and further described within the Division Procedures.

SECTION V. Division Executive Committee.

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. 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.~~
3. Each member of the Executive Committee shall have one vote on Executive Committee decisions. The President may vote only in the event of a tie.
4. The Executive Committee is authorized to act for the Division between meetings and transact necessary business.
5. The Executive Committee may levy such special fees as may be necessary to meet any expenses of the Division.
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.
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 Annual Governance (or Business) Meeting and Voting.

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. 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. When mutually agreeable, the Division may meet jointly with other organizations or with other units of the Society in accordance with the Society Rules.
4. When authorized by the Executive Committee, meetings and voting may be conducted using electronic media.
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 VIII), suspension of the Standing Rules (requires a two-thirds majority), or as otherwise specified in the latest edition of Robert's Rules of Order.
6. A quorum at the annual meeting of the Division for the transaction of official business shall be at least 20 members in good standing.
7. Election of officers and the Student Representative shall be by 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 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 Secretary-Treasurer.

SECTION VII. Division Standing and Special Committees.

1. Standing Committees, composed of Division members in good standing, shall be organized by the President together with their chairpersons. Standing committees shall assist the President and the Executive Committee in conducting the affairs of the Division. The chair of each Standing Committee shall report their committees' activities, findings, and recommendations at annual and interim meetings of the Division and Executive Committee (if time allows). 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, with details listed in the Division Procedures.
2. The Division has established the following Standing Committees:
 - 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. Audit Committee. The Chair and at least 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 Executive Committee Meetings (monthly or annual meetings).
 - C. Awards Committee. The Chair (Past President) and at least two members shall be responsible for seeking nominees and applications for the annual awards of the Division.
 - D. Division Archivist. A committee of one shall be responsible for organizing, maintaining, and storing the Division records.
 - E. Resource Policy and Environmental Concerns Committee. The Chair and at least two members (including the Past President) shall research issues, develop appropriate responses in accordance with the Division and Society advocacy procedures, 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.
 - F. ~~Grants Funding and Investment~~Financial Sustainability Committee. The Chair and at least two members shall be responsible for making investment recommendations to the Executive Committee and review the ~~Grants Fund~~ investments quarterly (minimum). Periodic review of the Division's grants funding criteria and fund-raising activities may be coordinated under the ~~Grants Funding and Investment~~Financial Sustainability Committee through ad hoc committees appointed by the President.
 - 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.
 - H. Nominating Committee. The Chair (Past President) and at least two members appointed by the Chair shall recommend a slate of candidates for offices of the Division. The Chair shall also serve on the Society Nominating Committee.

I. 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.

J. Diversity and Inclusion Committee. The Chair and at least two members shall maintain a work plan that accomplishes the committee's mission to support and encourage the equitable opportunity for all fisheries professionals to participate within the Division without regard to gender or gender identity, race, national origin, ethnicity, religion, age, sexual orientation, physical or cognitive ability, political affiliation, or family, marital or economic status and to foster an inclusive climate with the Division.

a-K. Early Career Professional Committee. The Chair and at least two members shall maintain a work plan that promotes the professional development of early career professionals (individuals within five years of terminal graduation).

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. The Bylaws are the defining document for the Division and take precedence over all Standing Rules and Procedures of the Division. The Bylaws cannot be suspended and cannot be changed without prior notice to members as follows. Bylaws can be amended at anytime throughout the year.
 - A. The Bylaws may be amended by a 2/3 majority of voting members provided that the proposed amendment(s) are circulated in writing (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. 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 Management Committee for approval.
 - C. The amended Bylaws will take effect after receiving written notice from the Society's Executive Director.
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. 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. 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.

Formatted: Indent: Left: 0.13", Outline numbered + Level: 2 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

- C. The Standing Rules may be amended by a simple majority of members voting at an annual or special Division meeting.
- 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, May 2017, [February 2018](#)

Attachment F

April 12, 2018

To: AFS Management Committee
Re: December 2017 and January 2018 Financial Reports

December 2017 Financial Position and Operating Results (draft results pending audit completion)

Assets total \$6,522,000 and are \$899,000 higher than for 2016. The increase reflects receipt of the \$900,000 Wiley journal publishing advance late in the year (partially spent of course) and through investment account appreciation (up 13.9% for the year). This report presents two different financial pictures—a very strong 2017 with solid membership growth, annual meeting and publications results and more modest results for 2016 with softer member, meetings and publications income. These results help explain the large difference in asset totals between years.

For the 12-months ending in December, income was \$3,521,000 on expenses of \$3,735,000 resulting in a net change of (\$214,000). For comparison, the 2016 net change was (\$515,000) and the budgeted net change was (\$325,000). Income was up in nearly every program category especially for the meeting and investments. Expenses ended below budget but ahead of 2016, mainly due to meeting costs.

AFS is in the process of completing its 2017 annual financial audit and there are a few other items to wrap up. The most significant of which is valuing books inventory. AFS carries over 180 book titles, some with publication dates decades ago. It is good accounting practice to periodically review inventory and adjust it to lower of cost or market. AFS has not assessed its inventory valuation in recent years and despite various promotional efforts, certain titles are slow to sell or were overprinted. Regardless of the reason, an adjustment is required. AFS calculates many titles would take more than 15 years to sell. Using this approach, the calculated write off amount is \$243,000. This adjustment does not affect our cash position nor our ability to sell these books. It is done to 'write-down' inventory to a level that is likely to sell while removing those titles that are not likely to sell or sell at a price insufficient to cover publication costs.

January 2018 Financial Position and Operating Results

Assets total \$6,634,000 and are \$524,000 higher than this period last year. The main reasons are slightly higher bank balance and continued investment appreciation. The Wiley advance remains in the 2018 checking balance (and also reported as deferred income) while checking balance benefited from the annual T&F baseline minimum payment.

For operations, it's hard to interpret too much from one month's activity but there is good news to start the year. Membership income is up 8% while investments continued to appreciate and book sales are higher. In terms of expenses, administration costs are higher due to prepaying commercial insurance; staff costs higher from retirement/vacation payouts and annual meeting costs are higher

from earlier payments. On a net basis, the operating net change is \$497,000 in 2018 vs. \$795,000 in 2017 (which includes the \$600,000+ T&F payment).

AMERICAN FISHERIES
Summary of All Units
For the Twelve Months Ending 12/31/2017

	Year to Date - Actual			Budget		2016 Annual
	2017	2016	Var \$	2017 BUDGET	vs YTD Actual	Actual
Revenue						
Administration	\$591,854	\$409,139	\$182,814	\$329,000	\$262,954	\$409,139
Web	4,920		4,920		4,920	
Continuing Education	19,875	17,075	2,800	16,000	3,875	17,075
Rotenone	27,220		27,220	22,000	5,220	
Certification	5,750	4,575	1,175	5,000	750	4,575
Other Education				5,000	(5,000)	
Hutton	134,650	209,900	(75,250)	129,000	5,650	209,900
Cornell	237,477	165,155	72,322	131,000	106,477	165,155
Other Grants & Contracts				299,000	(299,000)	
Annual Meeting	855,302	573,630	281,672	1,331,000	(475,698)	573,630
Membership	464,930	460,224	4,706	485,000	(20,070)	460,224
Awards	5,590	3,266	2,324	4,000	1,590	3,266
Mem Other	8,865	13,163	(4,298)	13,000	(4,135)	13,163
Jobs	26,677	39,750	(13,073)	30,000	(3,323)	39,750
Advocacy	26,700	11,000	15,700	22,100	4,600	11,000
Books	62,779	98,287	(35,508)	130,000	(67,221)	98,287
Journals	1,048,166	948,165	100,001	1,081,000	(32,834)	948,165
Fisheries	45	60	(15)		45	60
Other Publications				3,000	(3,000)	
Total Revenue	3,520,700	2,953,389	567,310	4,035,100	(514,401)	2,953,389
Expenses						
Administration	326,864	436,533	109,669	292,900	(33,964)	436,533
Staff Costs	2,029,516	2,002,155	(27,361)	2,144,000	114,484	2,002,155
Technology	36,403	6,593	(29,811)	34,000	(2,403)	6,593
Communication	1,585	10,782	9,198	15,000	13,415	10,782
Web	40,131	13,909	(26,222)	18,200	(21,931)	13,909
Development	3,234	204	(3,030)	12,000	8,766	204
Continuing Education	20,132	11,441	(8,691)	14,000	(6,132)	11,441
Rotenone				18,000	18,000	
Certification	404	212	(192)	1,000	596	212
Other Education	2,040		(2,040)	14,000	11,960	
Board	46,008	38,113	(7,894)	35,700	(10,308)	38,113
Committees				2,000	2,000	
Hutton	96,291	159,291	63,000	79,000	(17,291)	159,291
MSU/Inland Fisheries		4,573	4,573			4,573
Cornell	88,792	3,247	(85,545)	83,500	(5,292)	3,247
Other Grants & Contracts				181,000	181,000	
Annual Meeting	692,589	474,470	(218,119)	1,153,000	460,411	474,470
Other Meetings	488		(488)		(488)	
WCF World Council of Fisheries		913	913			913
Membership	134,627	111,541	(23,087)	79,000	(55,627)	111,541

AMERICAN FISHERIES
Summary of All Units
For the One Month Ending 1/31/2018

	Year to Date - Actual			Budget		2017 Annual
	2018	2017	Var \$	2017 BUDGET	vs YTD Actual	Actual
Revenue						
Administration	\$141,197	\$59,868	\$81,329		\$141,197	\$591,954
Web	3,030		3,030		3,030	4,920
Continuing Education						19,675
Rotenone						27,220
Certification		200	(200)			5,750
Other Gov		590	(590)			
Hutton	4,000	(33,400)	37,400		4,000	134,650
Cornell						237,477
Annual Meeting	1,850	(26,700)	28,350		1,850	855,302
Membership	376,341	347,985	28,356		376,341	464,930
Awards						5,590
Mem Other	1,566	1,870	(304)		1,566	8,885
Jobs	2,175	2,100	75		2,175	26,677
Advocacy		10,000	(10,000)			26,700
Books	21,818	12,007	9,811		21,818	62,779
Journals	251,327	694,405	(443,078)		251,327	1,048,166
Fisheries						45
Total Revenue	803,104	1,068,925	(265,821)		803,104	3,520,700
Expenses						
Administration	49,545	32,958	(16,588)		(49,545)	326,864
Staff Costs	213,631	192,025	(21,606)		(213,631)	2,029,516
Technology	3,146		(3,146)		(3,146)	36,403
Communication						1,585
Web	390	3,337	2,947		(390)	40,131
Development		17	17			3,234
Continuing Education	280		(280)		(280)	20,132
Certification	15		(15)		(15)	404
Other Education						2,040
Board	1,701	7,404	5,703		(1,701)	46,008
Hutton	30		(30)		(30)	96,291
Cornell	12,154		(12,154)		(12,154)	88,792
Annual Meeting	50,948	15,301	(35,647)		(50,948)	692,589
Other Meetings	488		(488)		(488)	488
Membership	23,049	20,070	(2,979)		(23,049)	134,627
Awards	297	245	(51)		(297)	5,791
Mem Other	134		(134)		(134)	1,043
Units						577
Advocacy	410		(410)		(410)	5,099
Books	(25)	2,307	2,332		25	32,213
Journals	(50,420)		50,420		50,420	168,741
Fisheries						2,750

American Fisheries
Statement of Financial Position
As of 12/31/2017

	2017	2016	Variance
ASSETS			
Current Assets			
Petty Cash	\$694	\$694	
Checking	742,926	202,447	540,479
Certificate of Deposits		153,095	(153,095)
Accounts Receivable	274,052	341,606	(67,554)
Allowance of doubtful accounts	(14,170)	(14,170)	
Inventory	552,125	446,208	105,917
Prepaid Expenses & Deposits	98,857	142,824	(43,967)
Current Assets	<u>1,654,484</u>	<u>1,272,704</u>	<u>381,780</u>
Property and Equipment	1,114,880	1,085,886	28,994
Accumulated Depreciation	(698,738)	(664,802)	(33,936)
Net Property and Equipment	<u>416,142</u>	<u>421,084</u>	<u>(4,942)</u>
Long Term Assets			
Long-Term Investments	4,451,807	3,929,119	522,688
Total Long Term Assets	<u>4,451,807</u>	<u>3,929,119</u>	<u>522,688</u>
Total Assets	<u>6,522,433</u>	<u>5,622,907</u>	<u>899,526</u>
LIABILITIES AND NET ASSETS			
Current Liabilities			
Accounts Payable	335,935	207,223	128,712
Accrued Expenses	175,071	60,806	114,265
Subunits Dues Payable	103,323	65,133	38,190
Subunits Books Payable	26,042	26,739	(697)
Deferred Income	1,168,046	419,287	748,759
Total Current Liabilities	<u>1,808,417</u>	<u>779,188</u>	<u>1,029,229</u>
Net Assets			
Net Assets - Unrestricted	4,843,718	5,224,932	(381,214)
Change in Unrestricted Net Assets - Curr Year	(129,702)	(381,213)	251,511
Total Net Assets - End. Balance	<u>4,714,016</u>	<u>4,843,719</u>	<u>(129,703)</u>
Total Liabilities and Net Assets	<u>6,522,433</u>	<u>5,622,907</u>	<u>899,526</u>

American Fisheries
Statement of Financial Position
As of 1/31/2018

	2018	2017	Variance
ASSETS			
Current Assets			
Petty Cash	\$694	\$694	
Checking	806,234	885,212	(78,978)
Certificate of Deposits		54,095	(54,095)
Accounts Receivable	241,647	255,038	(13,391)
Allowance of doubtful accounts	(14,170)	(14,170)	
Inventory	544,591	440,683	103,908
Prepaid Expenses & Deposits	53,093	85,085	(31,992)
Current Assets	1,632,089	1,706,637	(74,548)
Property and Equipment	1,116,311	1,085,886	30,425
Accumulated Depreciation	(702,124)	(667,253)	(34,871)
Net Property and Equipment	414,187	418,633	(4,446)
Long Term Assets			
Long-Term Investments	4,587,478	3,984,200	603,278
Total Long Term Assets	4,587,478	3,984,200	603,278
Total Assets	6,633,754	6,109,470	524,284
LIABILITIES AND NET ASSETS			
Current Liabilities			
Accounts Payable	206,362	165,967	40,395
Accrued Expenses	171,309	64,304	107,005
Subunits Dues Payable	118,918	83,552	35,366
Subunits Books Payable	26,077	26,739	(662)
Deferred Income	889,286	123,653	765,633
Total Current Liabilities	1,411,952	464,215	947,737
Net Assets			
Net Assets - Unrestricted	4,712,778	4,843,718	(130,940)
Change in Unrestricted Net Assets - Curr Year	509,024	801,537	(292,513)
Total Net Assets - End. Balance	5,221,802	5,645,255	(423,453)
Total Liabilities and Net Assets	6,633,754	6,109,470	524,284