

American Fisheries Society

February Management Committee Meeting

Tuesday, February 20, 2018

Participants:

MC Members: Steve McMullin, Brian Murphy, Scott Bonar, Steve Lochmann, Rebecca Krogman, Justin Davis, Jackie Watson, Heather Hettinger, John Boreman (Constitutional Consultant, non-voting Dennis Riecke) (Constitutional Consultant Apprentice, non-voting), and Doug Austen (Executive Director, non-voting).

AFS Staff: Dan Cassidy, Drue Winters

Emerging Leaders: Hilary Meyer, Patrick O'Rourke

Minutes of the Meeting

1. **Meeting called to order** – at 3:05PM by McMullin
2. **Quorum established** (by Boreman)
3. **Agenda accepted** with modification of moving Constitutional Consultants report to be first action item due to possible loss of Management Committee members to other activities during call.
4. **Approval of Management Committee minutes** from January meeting (January 16, 2018)
Moved by Bonar; accepted by unanimous consent.
5. **Constitutional Consultants report** (Boreman) - Proposed Motions
 - A. Motion: Approve the proposed amendments to the bylaws of the Education Section and Student Subsection (Attachment A and B)

Background: The primary purpose of the proposed amendments to the bylaws of the section and subsection (attached) is to change the name of the Student Subsection to the Student and Early Career Professionals Subsection. Since the subsection is not mentioned in the AFS Constitution or Rules, these amendments only require approval of the Management Committee.

Motion to approve by Boreman; 2nd by Lochman. Approved with unanimous consent.

- B. Motion: Approve the proposed changes to the Montana Chapter bylaws that allows for electronic voting (Attachment C).

Background: The proposed amendments to the Montana Chapter's bylaws are allowing the chapter members to vote electronically in addition to keeping the mail-in ballot option. The proposed changes have been reviewed by the Constitutional Consultant and approved by chapter membership. The revised bylaws are attached.

Motion to approve by Boreman; 2nd by Murphy. Approved with unanimous consent.

6. Policy update – Drue Winters

- A. Status of RAWA – House Natural Resource Federal Lands subcommittee hearing on February 15, engaging our members in supporting the bill, CEO fly-in mid-March.
- B. Webinar at 1:00 p.m. EST on Thursday, February 22 on Grassroots Advocacy in support of RAWA.
- C. WOTUS update: EPA Administrator Pruitt testified that a replacement rule would be out this spring. EPA/USACE finalized an “effective date” rule to suspend the 2015 WOTUS rule by 2 years and lawsuits filed. Opportunity to sign-on to an Amicus Brief in response.
- D. Cooperative Fish and Wildlife Research Unit (CRU) funding (Austen) – AFS will continue to work with the National Cooperators Coalition to advise congressional members of the value of the CRU’s. Updates will be provided to the Management Committee and Governing Board regularly. Governing Board member Bonar recused himself from any involvement in this discussion.
- E. In response to questions, MSA Special Committee moving slowly. No updates to report. Steve Lochman asked about an aquaculture bill. Drue agreed to provide follow-up information.

(Response from D.Winters to question from Lochmann: Congressman Don Young (R-AK) introduced HR 223, a recurring introduction that has not moved in the past. The bill would prevent DOI or Commerce from authorizing or issuing a finfish aquaculture permit in the EEZ until Congress enacts a law authorizing such action after the date of the enactment of HR223. We could see an aquaculture bill in March, but National Aquaculture Association suggests that this is unlikely)

7. President/Officers report

- a. President McMullin – reviewed his recent involvement in the Midwest Fish and Wildlife Conference where the North Central Division and the Wisconsin Chapters held their business meetings. McMullin will also be attending the North American Wildlife and Natural Resources Conference in Norfolk, VA, in late March with Bonar, Winters and Austen
- b. 1st Vice-President Bonar – Attended the meeting of the Ohio Chapter where he was able to work with the chapter on initial planning for the 2020 AFS annual meeting in Columbus, OH.

8. Executive Director and AFS staff report

- a. Austen provided an update on the San Juan, Puerto Rico, Governing Board and Southern Division meetings. A draft agenda was reviewed and additional meeting details will be sent to all Governing Board members.
- b. Joint Aquatic Sciences Meeting (CASS) – AFS will be submitting an application (Attachment D) to CASS to act as the primary coordinating society for the 2022 Joint Aquatic Sciences Meeting which will be the joint annual meetings of 5-7 of the CASS member societies (in a call the following day the AFS submission was accepted by CASS). AFS President McMullin also signed a memorandum of understanding (Attachment E) for the joint meeting. AFS will be actively involved in the science component of JASM but will continue to hold a separate annual meeting in the late summer or fall of 2022.
- c. Update on World Council of Fisheries Society (WCFS) – WCFS has now been established as a separate non-profit from AFS and all past dues owed by AFS have been transferred to a newly established WCFS checking account.

- d. Possible registration rate revisions for Atlantic City – Austen reported that staff is reviewing the formula used to create the various registration rates for the annual meeting. Currently, the Student rate is 30% of the Regular while registration for Young Professionals and Retired is 40% of the Regular rate. The cost to cover meeting costs is essentially currently at about the Regular rate (approximately \$485 so there is substantial loss of revenue for these other categories. Upon review of registration rate reductions in comparable meetings it as noticed that AFS rates are exceedingly generous. General discussion among MC members on the call was that this would be good to review and possibly modify. Staff will do additional research and include this discussion as part of the Puerto Rico Governing Board meeting.
- e. Financial update (Cassidy)-
The AFS Financial Narrative for December 2017 (Attachment F) was reviewed by Cassidy along with the AFS Financial Position (Attachment G) and Program Statement (Attachment H).

9. Additional Topics – No additional business or informational items were presented.

10. Meeting adjourned at 4:00 EST

Attachment A

Education Section

BYLAWS

Article I. Name

The name of this organization shall be the EDUCATION SECTION of the American Fisheries Society as provided for by the Constitution and Bylaws of the Society.

Article II. Goals of the Section

The EDUCATION SECTION is an association of persons whose goals are to:

1. Improve the quality of college and university education for fisheries scientists,
2. Promote exchange of post-secondary education information, techniques, and materials among educators and among educational institutions; and
3. Foster improved communication and information exchange among fishery educators, employers, fisheries specialists, students, and the public.

Article III. Membership

Membership in the EDUCATION SECTION shall be open to all members in good standing of the American Fisheries Society. Each SECTION member is entitled to one vote on all matters requiring the approval of the membership. Members of the Student And Early Career Professionals Subsection shall be recognized as SECTION members.

Article IV. Officers

The officers of the SECTION shall be President, President-Elect, and the Secretary-Treasurer.

1. All officers shall be elected for a term of two years, or until a successor is duly elected.
2. Officers shall serve without salary or other compensation for their services. Expenses may be defrayed from funds available to the SECTION when authorized by the Executive Committee (see Article VIII).
3. No officer shall hold the same office for consecutive terms.
4. Candidates for office shall be nominated by a nominating committee appointed by the President. Officers shall be elected at the annual meeting or by mail or electronic ballot received by members at least 30 days prior to that meeting. Officers shall be elected by a majority of the returned ballots.
5. In the event of a vacated position, the Executive Committee shall appoint a qualified replacement for the unexpired term.

Article V. Duties of Officers

1. President shall:

- a. Serve as Chair of the Executive Committee
 - b. Preside at the business meetings of the SECTION, appoint all committees, and serve as an Ex Officio member thereof.
 - c. Appoint a webmaster to maintain and update the SECTION web site and assist with electronic voting and communication to the membership.
 - d. Represent the SECTION and perform other duties and functions as authorized and necessary.
2. President-Elect shall:
 - a. Perform the duties of the President in the absence of the President and shall appoint a newsletter editor.
 - b. Serve as Program Committee Chair.
 - c. Serve as Best Student Paper and Poster Chair
 - d. Advance to the office of President at the end of the term.
 3. Secretary-Treasurer shall:
 - a. Maintain a current list of the membership, receive all funds, pay all bills, keep an itemized account of all receipts and disbursements, and present a semi-annual report to the membership.
 - b. Submit a report to the Executive Director of the Society within 30 days after the annual meeting of the SECTION is held and at other times as requested by the Governing Board of the Society.

Article VI. Committees

Committees and their Chairs, except as listed in ARTICLE VIII 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 or with the end of the term of the appointing officer.

Standing Committees help the President and the Executive Committee conduct SECTION affairs, and the Chairs should report their committee's activities, findings, and recommendations at annual SECTION meetings and interim meetings of the Executive Committee.

The SECTION has established the following Standing Committees:

1. Newsletter

The Newsletter Editor is appointed annually by the President-Elect and may be reappointed for an indefinite number of terms. The Newsletter Editor's responsibilities include solicitation of information, production of the newsletter according to policy and schedule established by the Executive Committee, and distribution of newsletters to the membership.

2. Nominating

The Nominating Committee prepares a slate of candidates for the SECTION Offices and Division Representatives, conducts the annual election, and reports the results to the President. This committee is chaired by the immediate Past-President.

3. Membership

The function of the Membership Committee is to maintain and increase SECTION membership by actively identifying and contacting potential members.

4. Excellence in Fisheries Education Award

This committee publicly recognizes excellence in organized teaching and advising in fisheries science or management, including college level, extension, and continuing education. The committee is responsible for soliciting nominations, selecting an award recipient, and publicly recognizing the recipient's accomplishments. The Award is presented once per year, provided that at least one acceptable nomination is reviewed by the committee.

5. Skinner Award

This committee administers the John E. Skinner Awards by soliciting applications and selecting outstanding students for receipt of travel awards to the annual meeting.

6. Student Papers/Posters Awards

The purpose of this committee is to encourage participation and award excellence through the evaluation of student platform presentations (papers) and posters at the annual meeting. The committee judges both papers and posters presented by students and selects the best in each category for receipt of monetary awards.

7. Program

The Program Committee is responsible for organization of the SECTION's contribution to the program at the annual meeting. This may be in the form of a technical session, symposium, panel discussion, posters, or other participation typically focusing on student-mentor interactions.

Article VII. Meetings

The SECTION shall hold at least one business meeting annually at a time and place designated by the Executive Committee. Special meetings may be called by the President with the advice and consent of the Executive Committee.

Article VIII. Executive Committee

The Executive Committee shall consist of the officers, the immediate Past-President, the President of the Student and Early Career Professionals Sub section, and one representative elected from each of the Divisions of the Society (nine members total). The Newsletter Editor will serve as a non-voting member. The Executive Committee shall have authority to determine policies and conduct business consistent with the objectives of the SECTION. The Executive Committee is authorized to approve individual funding requests up to \$2,500 without a vote of the membership. Meetings of the Executive Committee may be held at the call of the President when a majority of the committee members can meet and conduct business.

A quorum is required for transactions of official business at an Executive Committee meeting. A quorum for an Executive Committee meeting shall consist of five of the nine members. Executive Committee members can appoint a proxy. Each member of the Executive Committee shall have one vote on Executive

Committee decisions. In the event of a tie, the President's vote shall be the deciding vote. Business and voting by the Executive Committee may be conducted by mail or electronic media.

Article IX. Voting and Quorum

A quorum at business meetings shall be 10 percent of the members of the SECTION. Business and voting may be conducted via mail or electronic media if approved by the Executive Committee. Unless otherwise specified in these Bylaws or the Constitution of the Society, business shall be conducted according to the latest edition of Robert's Rules of Order. 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 X. Dues and Fees

The Executive Committee may assess those attending a meeting of the SECTION a registration fee as provided by the Constitution and Bylaws of the Society. Annual membership dues shall be determined by the Executive Committee.

Article XI. Amendment of Bylaws

1. The Bylaws are the defining document for the Unit and take precedence over all other rules and procedures of the Unit. The Bylaws cannot be suspended and cannot be changed without prior notice to member.
2. 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.
3. 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.
4. Amendments take effect when the Unit receives written notice of their approval by the Management Committee from the Executive Director.
5. Rules are the next highest level of documentation of Unit operations. They are generally established to facilitate the conduct of Unit business, and to describe duties and responsibilities of officers and committees. They may be suspended or amended as follows.
6. The Rules may be suspended during an Executive Committee meeting until the next annual or special Unit meeting by a 2/3 majority of the Executive Committee.
7. 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 Unit meeting.
8. The Rules may be amended by a simple majority of Active Members voting at an annual or special Unit meeting.
9. Procedures are the lowest level of documentation of Unit operations. They are generally established to provide continuity in the conduct of Unit business. The Procedures may be suspended or amended by a simple majority vote of the Executive Committee.

Modifications approved by Education Section membership by unanimous vote on 17 August 2014 in Quebec City, Canada.

Approved by AFS Management Committee on 16 September 2014

Approved by Doug Austen, Executive Director on 2 October 2014

Attachment B

American Fisheries Society
Education Section
Bylaws of the Student and Early Career Professionals Subsection
February 6, 2018

Article I. NAME AND OBJECTIVES

- (a) The name of this organization shall be the STUDENT AND EARLY CAREER PROFESSIONALS SUBSECTION of the American Fisheries Society, herein referred to as the SUBSECTION and the Society, respectively. The SUBSECTION operates under the auspices of the Education Section of the American Fisheries Society.
- (b) The SUBSECTION has the following primary objectives:
- 1) To provide an organized forum for the discussion of issues and ideas among students and the Society
 - 2) To improve communication among fishery students, and to promote Society activity at the student level
 - 3) To increase representation of student membership in the Society.
- (c) All activities of this SUBSECTION shall conform to the Society's Constitution, Rules and Procedures.

Article II. MEMBERSHIP

- (a) Membership in the SUBSECTION shall be open to all members of the American Fisheries Society in good standing. Each SUBSECTION member is entitled to one vote on all matters requiring approval of the membership.
- (b) Only Active Members of the Society may vote, hold office, or chair a committee.

Article III. MEETINGS AND VOTING

- (a) The SUBSECTION shall hold at least one business meeting at the annual meeting of the Society. Special meetings may be called by the President of the SUBSECTION with approval of the Executive Committee (EXCOM) of the SUBSECTION.
- (b) A quorum is required for transaction of official business, except for bylaw revisions, and shall be at least 15 members of the SUBSECTION.
- (c) Business and voting may be conducted via mail or electronic media if approved by the EXCOM.

(d) 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 (hereafter referred to as Rules).

(e) Decisions at meetings are approved by a simple majority of Active Members voting, except in special cases (e.g., amending bylaws and suspending a Rule when a 2/3 majority is required). Other less frequently used voting requirements are described in the Rules.

Article IV. OFFICERS

(a) The officers of the SUBSECTION shall be the President, President-Elect, Past-President, and Secretary-Treasurer.

(b) All officers shall be elected for a term of one year, or until a successor is duly elected. Terms of newly elected officers shall begin at the meeting closest in time to the Society's annual meeting.

(c) Officers shall serve without salary or compensation for their services. Expenses may be defrayed from funds available to the SUBSECTION when authorized by the SUBSECTION EXCOM (see section VI).

(d) No officer shall hold the same office for consecutive terms, unless an alternative is unavailable.

(e) Candidates for office shall be nominated by a nominating committee appointed and chaired by the Past-President. Officers shall be elected by mail ballot or electronic ballot (see Article III) received by members at least 30 days prior to the deadline deemed by the SUBSECTION EXCOM. Officers shall be elected by a majority of the returned ballots.

(f) In the event of a vacated position, the remaining SUBSECTION EXCOM shall appoint a qualified replacement for the unexpired term.

Article V. DUTIES OF OFFICERS

(a) The President shall:

- 1) Serve as chair of the EXCOM;
- 2) Preside at the business meetings of the SUBSECTION;
- 3) Serve as Editor for the student page in *Fisheries* magazine or as otherwise requested by the Executive Director or Society Officers;
- 3) Perform other duties and functions authorized and necessary; and,
- 4) Advance to the office of Past-President at the end of the term.

(b) The President-Elect shall:

- 1) Perform the duties of the President in the absence of the President;
- 2) Serve on the EXCOM;

- 3) Advise and oversee the activities of the Division Representatives (see Article VIII);
 - 3) Serve as Second Editor for the student page in *Fisheries* magazine or as otherwise requested by the Executive Director or Society Officers; and,
 - 4) Advance to the office of President at the end of the term.
- (c) The Immediate Past-President shall:
- 1) Serve on the EXCOM;
 - 2) Appoint and chair a SUBSECTION member committee for nominating candidates for SUBSECTION offices;
 - 3) Serve as an advisor to the President and President-Elect; and,
 - 4) Assist the other officers as needed.
- (d) The Secretary-Treasurer shall:
- 1) Keep the official records of the SUBSECTION, and collect and be custodian of any fees or assessments authorized by these Bylaws or funds allotted to the SUBSECTION by the Society;
 - 2) Disburse funds only as authorized by either the membership or EXCOM;
 - 3) Submit, at the annual SUBSECTION meeting, the year-end report for the previous fiscal year and a comparison of approved versus actual income and expenditures for the current fiscal year;
 - 4) Submit a record of receipts and disbursements at the Annual Section meeting, establish necessary banking arrangements and prepare and file necessary tax returns and other official documents necessary to keep the Subunit in good legal and financial standing, and maintain financial records for review by Society officers and staff as needed or required;
 - 5) Submit minutes of the SUBSECTION annual business meeting to the Executive Director and to the Secretary-Treasurer of the Education Section within 30 days after the annual meeting of the SUBSECTION;
 - 6) Serve on the EXCOM; and,
 - 7) Conduct the election.

Article VI. EXECUTIVE COMMITTEE (EXCOM)

- (a) The EXCOM of the SUBSECTION shall consist of elected officers, the Division Representatives (see Article VII), and other members as may be appointed and charged by the President in consultation with the EXCOM. The EXCOM is authorized to act on behalf of the SUBSECTION between meetings.
- (b) Meetings of the EXCOM may be held at the call of the President when a majority of the committee members can meet and conduct business. Business and voting by the EXCOM may be conducted by mail, telephone, or other electronic media.
- (c) A quorum is required for transaction of official business at an Executive Committee meeting. A quorum for an Executive Committee meeting shall consist of five members. Executive Committee members can appoint a proxy. Each member of the EXCOM shall have one vote on EXCOM decisions. In the event of a tie, the President shall have the deciding vote.

Article VII. STANDING COMMITTEES

- (a) There shall be one standing committee of the SUBSECTION:
- 1) The Nominating Committee shall consist of SUBSECTION members and shall conduct the nominating process for SUBSECTION offices. The Past-President shall appoint and chair the Nominating Committee.

Article VIII. DIVISION REPRESENTATIVES

- (a) Each of the four AFS Divisions and Canada will have a Student Representative that will be elected concurrently with the SUBSECTION officers. Nominations for Divisional Representatives shall be communicated to the SUBSECTION Past-President prior to a date specified by her/him. SUBSECTION members may vote for a representative from their division on the annual ballot for SUBSECTION officers. Division representatives are charged with promoting SUBSECTION membership to the members of their respective divisions and serving on special committees as directed by the EXCOM.
- (b) Division representatives will report biannually to the EXCOM. Reports will include SUBSECTION-related accomplishments to date and challenges or suggestions reported from student subunits in their division or country. Due dates for these reports will coincide with the AFS mid-year Governing Board meeting and the AFS annual meeting.

Article IX. SPECIAL COMMITTEES

- (a) Committees and representatives, except as listed in Article VII and VIII of these Bylaws, shall be appointed and charged by the President. Special committees shall cease to function upon the discharge of the duties for which they were appointed.

Article X. PAGE IN *FISHERIES* MAGAZINE OR AS OTHERWISE REQUESTED BY THE EXECUTIVE DIRECTOR OR SOCIETY OFFICERS

- (a) The President will serve as Editor for the “Student’s Angle” page in *Fisheries* magazine as otherwise requested by the Executive Director or Society Officers. The President-Elect will serve as Second Editor. The responsibilities of the two Subsection editors will include solicitation of information and production of the page according to the policy and schedule of *Fisheries* magazine.

Article XI. DUES AND FEES

- (a) Annual membership fees will be determined by the EXCOM of the SUBSECTION subject to approval of the members voting at the annual meeting.

(b) The EXCOM may assess registration fees for meetings.

Article XII. AMENDMENT OF BYLAWS

(a) The Bylaws are the defining document for the SUBSECTION and take precedence over all other Rules and Procedures of the SUBSECTION. The Bylaws cannot be suspended and cannot be changed without prior notice to members.

- 1) The Bylaws may be amended by a 2/3 majority of Active Members choosing to vote, provided that the proposed amendment(s) are circulated by mail or electronic media to the membership at least 30 days prior to voting. If voting is by mail ballot or electronic ballot, members must be given at least 30 days to return their ballots.
- 2) Following approval by the SUBSECTION membership, bylaws amendments must be submitted to the Education Section President and the Society Constitutional Consultant within 45 days of SUBSECTION approval of the amendment.
- 3) Changes to the SUBSECTION Bylaws must be submitted and approved by the Executive Committee of the Education Section before taking effect.
- 4) In accordance with the Society Constitution, an adopted amendment shall be reviewed by the Society's Constitutional Consultant for conformity with the Constitution, Rules and Procedures of the Society. The Constitutional Consultant presents the adopted amendment to the Society Management Committee for approval.
- 5) Amendments take effect when the SUBSECTION receives written notice of their approval by the Management Committee from the Executive Director.

(b) Rules are the next highest level of documentation of SUBSECTION operations. They are generally established to facilitate the conduct of SUBSECTION business, and to describe duties and responsibilities of officers and committees. They may be suspended or amended as follows:

- 1) The Rules may be suspended during an EXCOM meeting until the next annual business meeting or special SUBSECTION meeting by a 2/3 majority of the EXCOM.
- 2) The Rules may be suspended for the duration of a meeting by a 2/3 majority of Active Members voting at an annual business meeting or special SUBSECTION meeting.
- 3) The Rules may be amended by a simple majority of Active Members voting at an annual business meeting or special SUBSECTION meeting.

(c) Procedures are the lowest level of documentation of SUBSECTION operations. They are generally established to provide continuity in the conduct of SUBSECTION business. The Procedures may be suspended or amended by a simple majority vote of the EXCOM.

Attachment C

BYLAWS OF THE MONTANA CHAPTER OF THE AMERICAN FISHERIES SOCIETY

Approved by the Society: February 2018

Section 1 - Name and Objectives

The name of this organization shall be the Montana Chapter of the American Fisheries Society, herein referred to as the Chapter and Society respectively.

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

- A. Exchanging current information and techniques;
- B. Informing members of activities that threaten fishery resources;
- C. Supporting local, state, and federal legislation that is in the interest of fishery resources;
and
- D. Encouraging members to participate in AFS at all levels.

The Chapter has been an advocate for the unbiased collection of fish resource information; the conservation and restoration of native fishes; the importance of high quality aquatic habitats; and wise management of land, water, and fish resources in the state of Montana.

Section 2 - Membership

The Chapter shall consist of active and affiliate members. Active members of the Chapter shall be those Society members in good standing, residing in, working in, or having a professional interest in the state of Montana. Only active members may hold an office, chair a committee, or vote on Chapter affairs. Persons may choose to be affiliate members with the Chapter. Dues, rights, and privileges of active and affiliate members are more fully described in the Procedures Manual.

Section 3 - Meetings

The Chapter shall hold at least one meeting annually at a time and place designated by the Executive Committee (EXCOM, see Section 6).

Section 4 - Officers

The officers of the Chapter shall consist of a President, President Elect, Secretary-Treasurer, and Immediate Past President. The officers shall be members in good standing of the Society and Chapter. The term of office for the President, President Elect, and Immediate Past President is (1) year and shall coincide with those of the Parent Society. Only the President Elect is elected annually. The President Elect automatically becomes the President, and then the Immediate Past President. The Secretary-Treasurer is elected every odd year and serves a two (2) year term. Election of officers can occur either at the Annual Meeting, by mail ballot, or by electronic voting of active Chapter members.

If an elected officer cannot complete the term of office, the EXCOM may appoint a replacement until an election can be held. A vacated presidency shall be filled by the President Elect, who will continue as President through his or her normal term. A vacated immediate past-presidency shall not be filled until the next scheduled transition of officers.

Section 5 - Duties of Officers

The President of the Chapter shall preside at all meetings, serve as the Chair of the EXCOM, represent the Chapter to the Society and Western Division, and shall make such appointments and perform other duties and functions as are authorized and/or necessary to govern and represent the Chapter.

The President Elect shall be responsible for all annual meetings, including deciding on time and place, organizing the program, and arranging facilities and logistics. The President Elect shall assume the duties of the President in the event of his/her inability to act.

The Secretary-Treasurer shall keep the official records of the Chapter, collect and be custodian of registration fees and dues collected under Section 9 of these bylaws, and any such funds, which may be allotted to the Chapter. The Secretary-Treasurer shall disburse funds as authorized and necessary, shall submit a record of receipts and disbursements at the annual Chapter meeting and EXCOM meetings, and shall perform such duties as may be requested by the EXCOM, the Executive Director of the Society, and officers of the Western Division. The Secretary-Treasurer will be a member of the Membership Committee.

Section 6 - Executive Committee

The Executive Committee (EXCOM) of the Chapter shall consist of the elected officers including the Secretary-Treasurer, President Elect, President, and Past President. Current Presidents of subunits shall serve as non-voting members of the EXCOM. The EXCOM is authorized to act for the Chapter between meetings and to perform appropriate duties and functions.

Section 7 - Chapter Committees

Committees and the Chairs of Committees may be appointed by the EXCOM or the President as necessary to conduct Chapter business. The names and operating guidelines for standing committees, guidelines for special committees, and terms of office for the Chairs and members of Chapter Committees shall be as described in the Chapter's Procedures Manual.

Section 8 – Student Subunits

The Chapter can maintain one or more student subunits under its auspices provided the subunit brings demonstrable long-term benefit to the Chapter and no demonstrable harm to the Society as a whole. Adopted student subunits shall abide by a set of bylaws as approved by both the Chapter and Society.

Section 9 - Voting and Quorum

Decisions at meetings of the Chapter shall be in accordance with the Constitution, Rules, and Procedures of the Society.

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*.

A quorum at any meeting for the transaction of official Chapter business shall be one-third of the Chapter membership or thirty active Chapter members, whichever is smaller.

All votes are simple majority, except 2/3 majorities are required in special cases such as amending the Bylaws and suspending a Rule. EXCOM can determine the voting method. Any issue may be decided by a mail ballot or by electronic voting, provided that mail ballots are mailed to all active members of the Chapter, the issue is clearly presented, and members are given at least thirty (30), and no more than sixty (60), days to return ballots. Electronic voting must follow the same guidelines as mail-in ballots do, but allowing only 30 days to vote.

Section 10 - Registration and Dues

The EXCOM may assess each registrant attending annual meetings of the Chapter a registrant fee necessary to cover the costs of the meeting and Chapter activities. The Secretary-Treasurer shall make collection of registration fees and dues, and disbursements shall be made for financing the Chapter operations as directed by the membership or the EXCOM.

Section 11 - Amendments of the Bylaws

The Bylaws of the Chapter may be amended and approved with Article IV, Section 4, of the Constitution of the American Fisheries Society and by Section 9 of these Bylaws.

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

- A. The Bylaws may be amended by a 2/3 majority of Active Members choosing to vote, provided that the proposed amendment (s) are circulated in writing to the membership at least 30 days prior to voting.

- B. In accordance with the Society Constitution, an adopted amendment shall be reviewed by the Society's Constitutional Consultant for conformity with the Constitution, Rules and Procedures of the Society. The Constitutional Consultant

presents the adopted amendment to the Society's Management Committee for approval.

C. Amendments take effect when the Chapter receives written notice of their approval by the Management Committee from the Executive Director.

Section 12 - Resolutions and Chapter Funding Requests

Resolutions may be introduced at any business meeting or EXCOM meeting by any member in good standing. Resolutions requesting funding of more than \$100.00 must be submitted in writing to the President at least two (2) weeks prior to the meeting when a decision by either the EXCOM or Chapter membership is required. The Procedures Manual details the process for how funding requests are submitted, evaluated, and funded by the Chapter.

Section 13 - Procedures Manual

The Chapter's Procedures Manual details protocols for Chapter operations, including responsibilities of Committees, Committee Chairs, and Chapter officers and use of Chapter funds. The Procedures Manual can be revised as needed with the approval of the EXCOM or vote of the membership. The Immediate Past President is responsible for keeping the Procedures Manual updated with assistance from the Committee Chairs and EXCOM. The Procedures Manual is periodically updated to accurately reflect how the Chapter conducts its business and provide information that ensures new Committee Chairs and officers can best conduct Chapter business.

Approved by:

Amber Steed - President, Montana Chapter AFS

December 2017



Brian Ertel - President Elect, Montana Chapter AFS

December 2017



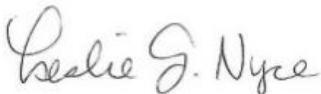
Marc Terrazas - Secretary-Treasurer, Montana Chapter AFS

December 2017



Leslie Nyce - Immediate Past President, Montana Chapter AFS

December 2017



Attachment D

AFS submission as lead society for JASM2022



Consortium of
Aquatic Science Societies

*Submitted by Douglas Austen, AFS Executive Director
February 20, 2018*

Experience - AFS has extensive and highly successful large meeting organization history –

For nearly 150 years, AFS has hosted meetings of all size and variety. Recent years have included meetings as large as 4,000 (Seattle 2011) and 3,600 (Portland 2015) and smaller meetings of 1,200 to 2,000 (Tampa, Quebec City and others). Meeting have had over 100 symposia and thousands of individual presentations and posters. AFS has expanded our meeting support to our Divisions and Chapters. Currently, AFS meeting staff partially support two division meetings and multiple chapter meetings. AFS has continually refined meeting management and works on a 20% revenue model as described in the JASM MOU. Our staff, contractors, and vendors all are experienced, talented and skilled at making meetings successful, energetic, exciting, intellectually stimulating, and fun.

Experienced and Talented Staff –

Our staff have built a core capacity to manage meetings that is solid and reflects a society-wide commitment to high quality meetings. Our lead staff (Shawn Johnston) is a Certified Meeting Planner. Importantly, AFS also brings to the table extensive experience with registration, communications, abstract management, continuing education, financial management, program design (AFS has full in-house books editing, layout and publishing expertise), and much more. As we continue to evolve as a staff, we are adding additional staff meeting management capabilities (with eventual CMP certification). We continue to explore new approaches and technology for even more effective meeting management.

AFS works successfully with high quality contractors –

Through our varied meeting activities, AFS has continued to refine our contractors to provide top quality services to our events. We work closely with meeting app providers, trade-show and floor design contractors, abstract management systems, and others as needed. With most vendors we write multi-year contracts to obtain highly advantageous rates. At the end of each contract period we extensively review the industry, request new proposals and evaluate the options to ensure that AFS is obtaining the best possible support.

JASM and AFS can benefit from this partnership –

AFS has not selected a location for its 2022 annual meeting. As a partner in the JASM MOU, AFS will be extensively involved in JASM 2022 but will be hosting its regular annual meeting in fall 2022. We do not believe that this will in any way detract from meeting participation. We do suggest as a major opportunity for negotiating highly favorable conference venues contracts, that

JASM and AFS could consider selecting a common location for the two meetings. JASM 2022 and AFS 2022 could use the same facility for events 4-5 months apart. This ability to enter into a contract with the same facility for two separate events would provide us with an immense ability to obtain rates that would never be available to the individual events. However, if for whatever reason this doesn't work, AFS is very willing to seek the best possible venue for each event.

Working with AFS will save JASM money and increase revenue –

Because AFS can leverage staff and works as a non-profit, our costs will likely be significantly less than using an outside contractor for complete meeting management. AFS will work to recover costs for staff time expended on JASM 2022, but will also view our activities as an investment in science and the growth and health of the participating societies. Hosting a successful JASM 2022 is clearly within the mission and at the core of AFS.

Attachment E

2022 Joint Aquatic Science Meeting Memorandum of Understanding

A joint meeting of aquatic science societies representing the Consortium of Aquatic Science Societies (CASS): American Fisheries Society (AFS), Association for the Sciences of Limnology and Oceanography (ASLO), Coastal and Estuarine Research Federation (CERF), Freshwater Mollusk Conservation Society (FMCS), North Phycological Society of America (PSA), Society for Freshwater Science (SFS), and Society of Wetland Scientists (SWS)

Approval of this memorandum of understanding (“MOU”) by Presidents/Executive Directors of each society signifies our full intent and commitment to this joint effort. *It is anticipated that this agreement will be expanded over time via a separate “Implementation Plan” to address additional joint conference details or changes in CASS membership not encompassed by this document.*

Mission: Following on the wide success of the first Joint Aquatic Sciences Meeting (JASM), the aquatic science societies listed above have agreed to convene a second joint meeting in late spring/early summer of 2022. This document serves as a MOU that reflects our shared values and broad approaches to conference planning, programming, management, and finances.

Vision: To convene a world class conference for aquatic science professionals and students, for the purposes of sharing ideas and furthering interdisciplinary research and cooperation. The conference will appear to be a single, seamlessly coordinated event that has its own culture.

1. Participation

Participation in the JASM conference will be open to anyone who registers. Each registrant will experience:

- single registration with access to all events
- single event website (although each society may have unique links or supplemental material on their individual website)
- plenary session speakers that address topics of broad interest.

Participating Societies shall share equal status in all public appearances, announcements, and promotion related to the conference. The conference will support:

- the ability to host all necessary working events or activities that are required for the functioning of the individual Societies
- time and space available for individual Society business meetings
- space/facilities for society business offices and working areas for staff.

Attendance at JASM 2022 is anticipated to be 3000-3500 registrants, and budgets will be developed assuming this attendance.

Non-participating CASS Societies will not be expected to participate in JASM discussions, serve on JASM committees, or share in JASM expenses or revenue.

2. Conference Management

CASS shall designate an individual society to lead logistics and finances for JASM 2022, subject to the terms set forth in this MOU. Interested Societies shall provide a single-page statement of intent that broadly describes capacity of the Society to play this role. This “Lead Society” shall enter into contracts as required to run the conference, as well as manage the conference budget.

It is understood that due to the scope and importance of this meeting, the service of an experienced Conference Management Services provider is required. The designated Lead Society shall have the opportunity to use their preferred conference management service provider (in-house staff and/or outside contractor), if that provider has the capacity for JASM 2022. In the absence of the Lead Society offering Conference Management Services for JASM 2022, CASS shall solicit a request for proposals (RFP) for the JASM 2022 Conference Management Services; evaluate responses to the RFP; and select via consensus, the preferred service provider. The preferred service provider shall be approved by the Society Presidents. It is understood that costs for Conference Management Services are included in the JASM 2022 budget, and will not be the sole responsibility of the Lead Society.

3. Finances

The Participating Societies seek to minimize financial risk by controlling expenses throughout the conference. The budget for JASM 2022 should be developed with this objective in mind. A preliminary budget will be developed with expenses totaling 20 percent less than revenue. As such, no costs in excess of the total expense budget will be allowed unless approved by Participating Societies, except those attributable to more registrants than originally anticipated. In the event of occurrences affecting projected expenses or income, the Conference Management Provider and Lead Society will, in a timely manner, inform all Participating Societies and seek their counsel on decisions with financial implications.

With the foregoing exclusion, the Lead Society will indemnify, defend, and hold participating societies harmless from all third-party claims and obligations arising from or in connection with the meeting. No liability for claims related to or arising from JASM 2022 shall accrue to the Lead Society except insofar and to the extent that negligence or intentional misconduct on its part (including its officers, directors, and members) is a factor in the claim. All third-party contracts will be in the name of the Lead Society, and no such commitments will be binding on another Participating Society. The Lead Society will carry insurance coverage (included in conference budget) for the meeting that is determined by agreement among the financial officers of the Participating Societies to be appropriate in breadth and amount of coverage to their exposure and risk.

The overall goal is to return to Participating Societies a shared net revenue of at least 20% of the meeting’s income or, at worst, be revenue neutral. Net revenue or any deficit from JASM 2022 shall be divided by Participating Societies in proportion to registration of the members attending the meeting. Registrants will be asked to designate society membership (AFS, ASLO, CERF, PSA, SFS, SWS, multiple memberships, or none) at time of registration. Those who are members of multiple societies or none of them will be allocated using the same proportions (i.e., determine the number of registrants from each Participating Society, sum these, and allocate based on the proportion of all “member” attendees.

4. Program Development

Initial development of this MOU, including the broader mission and vision of JASM 2022, has been led by a “Planning Committee” representing the various CASS societies as well as various perspectives on conference planning (e.g., involvement with JASM 2014, Board members, staff). This Planning Committee is responsible for drafting the MOU and providing recommendations on initial logistical decisions as defined in the accompanying “Implementation Plan.” However, it is anticipated that once CASS has designated the

Lead Society the Planning Committee will transition to a “Program Committee” tasked with developing the format and content of the program. There may be overlap in membership between the Program Committee and Planning Committee.

The conference program will cover the broad spectrum of aquatic studies, including research, technology, engineering, industry, public policy, and education that will be inclusive of the members of all Participating Societies.

The Program Committee will include at least one but no more than three members from each Participating Society. CASS will designate two co-chairs: one to lead program content (scientific) development, and one to lead program delivery logistics (in close collaboration with the Conference Management Provider). The Program Committee will operate by consensus; any issues lacking consensus will be brought to CASS and the Presidents of the Societies for resolution.

5. Selection of Conference Venue

Recognizing that Participating Societies may have competing interests with conference location, the Program Committee will endeavor to acknowledge these and select a location to balance benefits to all Participating Societies. The Conference Management Service Provider shall solicit proposals from potential locales for consideration by the Planning Committee. From these, the Planning Committee will select 3-5 potential venues on the basis of potential financial risk, convention facilities, hotel prices, and willingness to negotiate rates. When soliciting and selecting a conference venue, the Program Committee will also consider important criteria such as relevance and “attractiveness” to Participating Societies’ members and missions, affordability, lodging rates (at federal per diem and for students), and public transportation options. The Program Committee will make a ranked order of potential venues for approval by the leadership of Participating Societies.

6. Registration Fees

Registration fees will be the same for members of any Participating Society. Non-member registration fees will be set to encourage membership in one or more of the participating societies. Registration fees shall include at least one networking event per registrant. Discounts may be made for students, retirees, young professionals, and others as agreed upon by Participating Societies.

7. Vendors and Sponsorships

Vendors and sponsors of JASM 2022 could be a good revenue source for the conference. Members of the Program Committee will work with their societies to identify a broad suite of vendors and sponsors – both usual clients and new vendors/sponsors who may be local businesses or other vendors interested in participating because of the anticipated size of the conference. Proceeds will be included in the general meeting budget. One member of the Program Committee shall be designated lead for coordinating vendors and sponsorships.

8. Local Arrangements

Once the conference venue is chosen, the Program Committee shall identify local or regional chapters and/or members of each society to participate as volunteers, and as appropriate, in leading key local arrangements or other activities where local knowledge will be important. If appropriate, the Program Committee shall select a local member of one of the societies to join the committee to lead local arrangements.

9. Amendments and Termination

Amendments to or termination of this Memorandum must be approved unanimously by the Society presidents. This Memorandum is not intended to include specific details of meeting implementation. A separate document, "Implementation Plan" is intended to provide this detail, with decisions made by consensus of the Planning/Program Committee. Any issues lacking consensus will be brought to CASS and the Presidents of the Societies for resolution.

2022 Joint Aquatic Sciences Meeting Memorandum of Understanding

_____ Steve McMullin President, AFS	_____ Date
_____ Linda Duguay President, ASLO	_____ Date
_____ Hilary Neckles President, CERF	_____ Date
_____ Heidi Dunn President, FMCS	_____ Date
_____ Timothy A. Nelson President, PSA	_____ Date
_____ Colden Baxter President, SFS	_____ Date
_____ Arnold Van der Valk President, SWS	_____ Date

Attachment F



Organized 1870 to Promote the Conservation, Development and Wise Utilization of the Fisheries

American Fisheries Society

5410 Grosvenor Lane, Suite 110 * Bethesda, Maryland 20814-2199
301-897-8616 * FAX 301-897-8096 * E-Mail: main@fisheries.org, www.fisheries.org

Steve McMullin
President 2017-2018

Douglas J. Austen

Executive Director

2/20/2018

December 2017 Financial Reports – (pre-audit draft)

<interim reports awaiting finalization of all year-end accounting procedures>

Financial Position. The financial position improved in December with assets standing at \$6.3M versus \$5.6M a year ago. The reasons for the improvement remains the same—a higher asset level from full receipt of the \$900,000 Wiley advance, stronger member renewals (at higher dues rates) and investment account appreciation. Additionally, all CD investments have matured and the receivables balance is low. Prepaid expenses reflect costs to produce Monetary Values SP:35 (to be expensed as books are sold in 2018) and deposits for annual meetings. On the liability side, higher accrued expenses reflect an increase in Unit investments; deferred income reflects the \$900,000 Wiley advance (amortized as income in future years).

AFS restricted net assets total \$2.7M or about 60% of total net assets—meaning investment income is apportioned at a higher rate to restricted funds (Skinner, Publications Endowment, etc). In the past, restricted funds comprised less than 50%.

Program and Operating Results. Income totals \$3.3M through December versus \$3.0M for the same period last year. Expenses total \$3.6M and are marginally higher than this time last year. The net result is a net change of \$284,000 operating loss in 2017 – roughly \$210,000 better than last year and much better than the budget. Income activities contributing to the positive net change are investment portfolio income and appreciation, annual meeting and publications program. The total income variance is a positive \$390,000 higher than in 2016. Expense activities contributing to these results are lower administration costs, lower than anticipated staff and meeting costs, and lower membership costs as compared to last year. Again, very little new income comes in towards the end of the calendar year and what is collected generally comes from publications, co-op agreements and smaller programs like jobs and certifications.

In summary, AFS had strong operating results and is expected to exceed the budget (meaning a lower deficit). As it prepares for the financial audit, these figures will change as year-end accounting procedures are completed.

Daniel Cassidy
Deputy Executive Director

Attachment G

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

	2017	2016	Variance
ASSETS			
Current Assets			
Petty Cash	\$694	\$694	
Checking	747,975	202,447	545,528
Certificate of Deposits		153,095	(153,095)
Accounts Receivable	72,780	341,606	(268,826)
Allowance of doubtful accounts	(14,170)	(14,170)	
Inventory	430,027	446,208	(16,181)
Prepaid Expenses & Deposits	192,597	142,824	49,773
Current Assets	1,429,903	1,272,704	157,199
Property and Equipment	1,113,824	1,085,886	27,938
Accumulated Depreciation	(701,809)	(664,802)	(37,007)
Net Property and Equipment	412,015	421,084	(9,069)
Long Term Assets			
Long-Term Investments	4,451,807	3,929,119	522,688
Total Long Term Assets	4,451,807	3,929,119	522,688
Total Assets	6,293,725	5,622,907	670,818
LIABILITIES AND NET ASSETS			
Current Liabilities			
Accounts Payable	210,820	207,223	3,597
Accrued Expenses	187,817	60,806	127,011
Subunits Dues Payable	65,926	65,133	793
Subunits Books Payable	(4,355)	26,739	(31,094)
Deferred Income	1,179,951	419,287	760,664
Total Current Liabilities	1,640,159	779,188	860,971
Net Assets			
Net Assets - Unrestricted	4,843,718	5,224,932	(381,214)
Change in Unrestricted Net Assets - Curr Year	(190,152)	(381,213)	191,061
Total Net Assets - End. Balance	4,653,566	4,843,719	(190,153)
Total Liabilities and Net Assets	6,293,725	5,622,907	670,818

Attachment H

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	\$579,767	\$409,139	\$170,627	\$329,000	\$250,767	\$409,139
Web	4,920		4,920		4,920	
Continuing Education	19,675	17,075	2,600	16,000	3,675	17,075
Rotenone				22,000	(22,000)	
Certification	5,750	4,575	1,175	5,000	750	4,575
Other Education				5,000	(5,000)	
Hutton	92,650	209,900	(117,250)	129,000	(36,350)	209,900
Cornell	127,505	165,155	(37,650)	131,000	(3,495)	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	22,100	11,000	11,100	22,100		11,000
Books	136,198	98,287	37,912	130,000	6,198	98,287
Journals	993,471	948,165	45,306	1,081,000	(87,529)	948,165
Fisheries	45	60	(15)		45	60
Other Publications				3,000	(3,000)	
Total Revenue	3,343,445	2,953,389	390,056	4,035,100	(691,655)	2,953,389
Expenses						
Administration	336,879	436,533	99,654	292,900	(43,979)	436,533
Staff Costs	2,047,198	1,981,483	(65,715)	2,144,000	96,802	1,981,483
Technology	37,459	6,593	(30,867)	34,000	(3,459)	6,593
Communication	1,585	10,782	9,198	15,000	13,415	10,782
Web	36,219	13,909	(22,310)	18,200	(18,019)	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	45,962	38,113	(7,849)	35,700	(10,262)	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	51,721	3,247	(48,474)	83,500	31,779	3,247
Other Grants & Contracts				181,000	181,000	
Annual Meeting	684,608	474,470	(210,137)	1,153,000	468,392	474,470
Other Meetings	488		(488)		(488)	
WCF World Council of Fisheries		913	913			913
Membership	96,620	111,541	14,920	79,000	(17,620)	111,541

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

Awards	5,791	29,455	23,664	5,000	(791)	29,455
Mem Other	1,043	19	(1,025)	1,100	57	19
Units	577		(577)		(577)	
Advocacy	5,099	10,332	5,233	26,800	21,701	10,332
Books	28,545	5,972	(22,574)	31,500	2,955	5,972
Journals	123,007	143,262	20,254	112,000	(11,007)	143,262
Fisheries	2,750	4,922	2,173	7,100	4,350	4,922
Total Expenses	3,627,652	3,447,267	(180,386)	4,359,800	732,147	3,447,267
Net Change from Operations	(284,207)	(493,878)	209,671	(324,700)	40,492	(493,878)
Non Operating (shown on a net basis)						
Rotonone				(4,000)	(4,000)	
Restricted contributions	84,321	133,337	(49,016)	122,000	(37,679)	133,337
Total Non Operating	84,321	133,337	(49,016)	118,000	(33,679)	133,337
TOTAL NET CHANGE	(199,886)	(360,541)	160,655	(206,700)	6,813	(360,541)