



American Fisheries Society
December Management Committee Meeting
Monday, December 17, 2018

Management Committee Participants: Steve McMullin, Brian Murphy, Jackie Watson, Abby Lynch, Tom Kwak, Quinton Phelps, Leanne Roulson, Heather Hettinger, Jud Kratzer, John Boreman (Constitutional Consultant, non-voting, Randy Schultz (Incoming Constitutional Consultant, non-voting), Doug Austen (Executive Director, non-voting)

Guests: Trent Sutton (President-elect of the Education Section and Chair of the ICE committee)

AFS Staff: Dan Cassidy, Drue Winters, Lauren Maza

Agenda:

- 1) **Welcome/Determination of Quorum** – Quorum established by Boreman. Meeting called to order by Murphy at 3:03 p.m.
- 2) **Agenda accepted**
- 3) **Review and approval of minutes** from the November 19, 2018, Management Committee meeting.
- 4) **Constitutional Consultants report** (Boreman) –

- a) **Motion:** Approve the proposed amendments to the bylaws of the Rutgers Student Subunit.

Background: The proposed amendments (Attachment A) are mostly for purposes of clarification and adding duties for officers. The changes were reviewed by the Constitutional Consultant and deemed consistent with the AFS Constitution and Rules.

Moved by Boreman; 2nd by Watson. No questions or objections were offered. Motion approved with unanimous consent.

- b) **Motion:** Approve the deletion of the affiliate membership category from the bylaws of the Fish Culture Section.

Background: The FCS proposes to strike Section II: Membership, item 1 (b), which reads: “Fish Culture Affiliates are individuals who have paid the current Affiliate member dues, as determined by the General Members of the Section. They are entitled to receive all privileges of General Members of the Section with the following exceptions. Fish Culture Affiliates cannot vote, hold office, serve as committee chairs, or subscribe

to the North American Journal of Aquaculture (formerly Progressive Fish-Culturist) at the General Member rate.” The Constitutional Consultant deemed this change as consistent with the AFS Constitution and Rules. The proposed change was recently approved by Section membership.

Moved by Boreman; 2nd by Hettinger. No questions or objections were offered. Motion approved with unanimous consent.

- c) **Motion:** Surplus revenue (income after all direct costs are accounted for) from the annual meeting will be distributed as described in an MOU among the parties and approved by the Management Committee. A suggested distribution is 70% to AFS, 20% to host chapter(s) and 10% to AFS Divisions as described in Alternative 3 of Attachment B with the final revenue distribution in the MOU reflecting the relative contribution of each entity in managing and contributing to the meeting.

Moved by Boreman; 2nd by Watson.

Discussion: Key points

- Northeastern Division-email in support of alternative 3
- Kwak noted the Southern Division support of alternative 3 [Alternative 3 states 5.5% revenue to host division and 1.5% to other divisions]
- Murphy stated that the 2020 AFS Baltimore meeting may involve special arrangements for a shared Southern/Northeastern Division
- McMullin stated that there potentially will be special arrangements for Hawaii meeting as well
- Kwak asked if the Tidewater Chapter is the host or will be assisting with the 2020 Baltimore meeting. Murphy and Austen responded affirmatively and noted their plans to attend the Tidewater meeting in February
- North Central (Hettinger) – came to similar conclusion. In support of alternative 3. Question about frequency/rotation of meeting locations.
- Western Division- supportive of alternative 3. Questions about alternative 2 as well. What occurs in event of revenue loss at meetings?
- Cassidy responded that the motion as written speaks to net revenue only. Need to further clarify motion to address “direct costs” only.
- Boreman asked if anyone objects to inserting “direct cost” into original motion? No objection. This was inserted.
- McMullin observed that if the Hawaii meeting is approved, this would be 2019, 2022, 2024 annual meetings in Western Division. This already proves there may be difficulty with meeting rotation.
- Previous language was added to provide more flexibility with rotation.
- Boreman asked if meeting rotation language was approved in Atlantic City? This should be researched and brought back for discussion in the future.

Motion carried.

- d) **Motion:** To update the AFS Professional Certification Requirements as proposed in Attachment C.

Background: To review and update changes to the AFS Professional Certification procedures, the AFS President appointed a joint committee (ICE) between the Education Section and Certification Committee of AFS. This joint committee has reviewed the current certification procedures and made a series of recommended changes (Attached) that have been approved by the joint committee and the Education Section and AFS Certification Committee

Moved by Boreman; 2nd by Watson

Discussion:

- Kwak - Suggested that undergraduates at land grant school should be able to fill these requirements.
- Clarification needed for “communications” courses?
- McMullin noted that smaller programs may have a little more difficulty with “human dimensions” than larger schools.
- Sutton noted that the added work experience section in part to substitute areas not necessarily covered in smaller (school’s) programs. Added both oral and written communications requirement.

Motion carried.

- e) **Motion:** To provide free membership to Golden members

Background: A motion on this topic was presented at the November 2018 meeting of the Management Committee and, upon discussion, was postponed to be further addressed at the December meeting. Additional information was requested on the number of Golden members who are also Lifetime members. Currently AFS has 269 Golden Members. Of this group, 167 are Lifetime member thus leaving 101 Golden Members who are not Lifetime Members. The loss in revenue from providing free membership to these Golden Members is revised to be \$5,050 (101 X \$50). In discussion among the Officers, it was recognized that this issue was raised because of a single complaint from a Golden Member who was disappointed that a person who has paid AFS membership for over 50 years should be asked to continue to pay a membership fee. There have been no other such requests. In researching this, it was also reported by AFS Membership staff that a number of Golden members continue to pay the Regular member rate in support of the AFS mission. As a result of this research and upon further discussion as well as recognizing that there may be financial challenges to some Golden members, the officers would like to suggest that AFS be given the option of providing complementary membership to a Golden member upon their

request and based upon financial hardship.

Moved by Boreman; 2nd by Kwak

Discussion: Boreman suggests that an amendment be made to the motion say “to Golden Members who request it and have financial hardship”

Austen provided background on this motion with information that it started with a single request from a Golden Member stating that he thought that members who had been paying regular membership fees for 50 years should not have to pay after attaining Golden status. There have been no other similar requests. Research with AFS membership staff reported that even some Golden Members who are eligible to use the retiree membership still pay full member rate to support AFS. Desire to keep this option open. McMullin asked who would decide about requirements for “financial hardship” or would there need to be a process? Austen suggested that a request would need to be submitted. Committee to review these? It was suggested that a process would be developed to follow the Retired Members Travel Grant submission process.

McMullin moved to amend motion to “To provide complimentary membership to Golden members who request it and have financial hardship. (which would be determined by a process established by officers and staff)”

Second (amended motion) by Hettinger

Vote to amend the primary motion: Approved

Discussion (on amended motion): Watson stated that approving free membership to Golden Member would be setting a precedent for other members asking for discounts on members based on financial hardship

Amended motion (voice voted):

No votes: McMullin, Murphy, Roulson, Watson

Yes votes: Kwak, Hettinger, Kratzer

Abstention: Lynch, Phelps

Motion does not carry.

- f) **Motion:** To approve AFS to host their annual meetings in Grand Rapids, Michigan, on Aug 17-24, 2023, and Honolulu, Hawaii, on (1st Option) Sep 12-19, 2024, (2nd Option) 16-23 Sep 2024. (Attachments D1 and D2)

Moved by Boreman; 2nd by Watson

Discussion:

- Western division is looking for ways to engage members who are not part of a formal chapter (e.g., Hawaii) and also looking to engage more marine members. The Western Division felt favorable to a Hawaii meeting because of the above.

- Austen addressed the rotation question by adding that in the Northeastern division it is particularly difficult to find locations that fit AFS needs. One option is that the 2021 Baltimore may potentially be a Northeastern/Southern Division revenue share?
- Hawaii may potentially be seen as a unique location, somewhat of an "international" location
- McMullin stated that by approving this, AFS would be hosting 3 meetings in Western Division in 6 years. Still need to be making meetings available to members in locations around the country. Also, AFS is due for a meeting in Canada.
- Murphy suggested that we will need to revisit the issues of rotation in future discussions.

Motion carried with one negative vote.

- g) **Motion:** Approve the proposed amendments (Attachment E) to the bylaws of the International Fisheries Section (IFS).

Background: The proposed amendments are anticipated to be approved by the Section on December 14th. This revision has been reviewed multiple times by the Constitutional Consultant prior to the IFS membership vote to ensure accordance with the AFS Constitution and Rules.

The primary action is the addition of Article X on establishing International Chapters under the purview of IFS to house the Egypt International Chapter and any additional international chapters that are instituted. While making those suggested changes, the Section ExCom suggested other changes to the Bylaws to clarify language and update the Section's current mode of operation. The IFS Bylaws have not been amended since 2016. Most of the additional changes revolved around clarification of roles and oversight of standing committees. See comments in Attachment F for track-changes version of the bylaws revision.

Moved by Lynch; 2nd by Kwak

Discussion: Lynch clarified that this was a clean up to the bylaws and reviewed by constitutional consultants

Motion approved with unanimous consent

- h) **Motion:** Approve the creation of the University of Wisconsin–Madison Student Subunit.

Background: The bylaws for the proposed subunit (Attachment F) were reviewed by the Constitutional Consultant and deemed consistent with the AFS Constitution and Rules, and the petition was cleared by AFS HQ. The Wisconsin Chapter supports this action.

Moved by Boreman; 2nd by McMullin
Motion approved with unanimous consent

- 5) AFS Financial Review (Cassidy) – Attachments G1, G2, and G3
The AFS financial reports can be reviewed by management committee members and discussion can be revisited in January. Staff is closely monitoring cash situation which is generally at the weakest point at the end of the year just before membership renewal hits a peak and prior to the quarterly payment from Wiley.
- 6) President/Officers activities report
Due to time constraints, Officer report will be postponed until January 2019.
- 7) Executive Director and AFS staff report (Austen et al.)
 - a) Mid-year Governing Board Meeting agenda – Austen stated that a full agenda will be distributed early in 2019 and if there are any items for inclusion to send them as soon as possible.
 - b) Policy update – Drue Winters
 - i) Magnuson-Stevens Act - not yet passed. Fabric of the bill should be preserved.
 - ii) Waters of the U.S. - came out last week. AFS is working to comment. Outreach to the Hill coming early 2019. Press releases sent out.
 - iii) Pebble Mine-AFS to comment on updated EIS. Reaching out to Western Division to coordinate. Early in 2019.
- 8) Additional Topics
 - a) Austen reported that a new “end of year” fundraising campaign will be out shortly. Management committee members asked to push this out to chapters, etc.
 - b) Next Management Committee meeting is set for 3:00 p.m. EST, on Tuesday, January 22, 2019, since the regularly scheduled date (third Monday) is a federal holiday.
- 9) Adjourn at 4:33 pm

Attachment A: Rutgers Student Subunit

Bylaws of the Rutgers University Subunit of the Mid-Atlantic Chapter of the American Fisheries Society

Article I. Name and Objectives

1. The name of this organization shall be the Rutgers University Subunit of the Mid-Atlantic Chapter of the American Fisheries Society, hereinafter referred to as the Subunit, Chapter, and Society, respectively.
2. The objectives of the Subunit shall be those of the Chapter, as stated in the bylaws, and Society, as set forth in Article I of the Constitution. In addition, the Subunit also has the following objective:

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

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

Article II. Membership

1. The membership of the Subunit shall be composed of Rutgers University students having an interest in fisheries.
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, and Treasurer.
2. All officers must be members in good standing of the Society.
3. Officers ~~shall~~ may be nominated by Subunit members or self-nominate.
4. Officers shall be elected by a majority of ballots casts and election methods shall be determined by the Executive Committee.
5. Terms of newly-elected officers shall commence ~~at the Subunit's first annual meeting~~ immediately following the election, and end ~~at the Subunit's following Annual Meeting~~ immediately following the next election, which will be roughly one year apart.
6. The Subunit Officers may be re-elected no more than once, so that the longest a person can serve in a position is two terms.
7. In the event of a vacated position, the Executive Committee ~~shall~~ has the authority to appoint a qualified replacement ~~to fill the unexpired term~~ or hold an election to fill the unexpired term.
8. 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.

9. In the event of a cancelled ~~Annual Meeting~~meeting at which elections were to take place, the officers and the members of any committees shall continue to serve until the next scheduled meeting at which elections will take place.

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 Mid-Atlantic Chapter.
 - f. Conduct official correspondence for the Subunit and present reports of Subunit activities at the Chapter's Annual Meeting.
 - 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. Shall assume the duties of the President in the event of his/her absence or inability to act.
 - ~~b-c.~~ Assist the President with planning and implementing subunit activities.
3. The Secretary shall:
 - a. Serve on the Executive Committee.
 - b. Keep the official records of the Subunit.
 - c. ~~Submit Record meeting minutes of the Subunit's Annual Meeting~~at subunit meetings and distribute them to the Subunit and President of the Mid-Atlantic Chapter within 30-7 days after the Subunit's Annual Mmeeting.
 - d. Conduct ~~the subunit~~ elections.
4. The Treasurer shall:
 - a. Serve on the Executive Committee.
 - b. Collect and be custodian of any fees or assessments authorized by these bylaws or funds allotted to the Subunit by the Society, Division, or Chapter.
 - ~~b-c.~~ Submit the Chapter provided application for funding to the designated individual on the Chapter's Executive Committee.
 - ~~e-d.~~ Disburse funds only as authorized by the President.

~~d-e~~ Submit, ~~at the Subunit's Annual Meeting, the year~~ year-end report for the previous fiscal year and a comparison of approved versus actual income and expenditures for the current fiscal year.

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.

Article VI. Meetings and Voting

1. The Subunit shall hold at least one meeting annually at a time and place designated by the Executive Committee. ~~Special~~ Additional meetings may be called by the President with approval of the Executive Committee.
2. A quorum is required for transactions of official business and shall be a majority of the eligible voting Subunit membership.
3. Business and voting may be conducted via electronic media.
4. Unless otherwise specified in these Bylaws or the Constitution of the Society, meetings are conducted according to the latest edition of Robert's Rules of Order.
5. Decisions at meetings are by simple majority of eligible voting members, 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.

Article VIII. Dues and Fees

1. No dues will be collected for Subunit membership.
2. The Executive Committee may assess registration fees for meetings and special events.

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 eligible voting members, 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.
 - c. 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 B: Annual Meeting Surplus Revenue

Distribution of AFS Annual Meeting Surplus Revenue

The AFS Procedures Manual provides some guidance on sharing revenue from the annual meeting:

The monetary return to the host unit and/or other AFS units involved in hosting the meeting will be a negotiated item in the Memorandum of Understanding between the host unit(s) and AFS. Normally, the host unit receives 10% - 20% of the net proceeds of the annual meeting depending upon the level of contribution by the unit.

In recent years, the formula for distribution of surplus revenue from the AFS annual meeting has:

20% to the host chapter

10% to the host division (if the division has substantial involvement or foregoes its annual meeting in lieu of hosting the annual meeting)

70% to AFS (80% if the division is not involved in distribution of surplus revenue)

That distribution model was based on the historical approach of having chapters bid to host the annual meeting and depending largely upon the host chapter to manage nearly all aspects of planning and running the annual meeting. Although chapters (and in recent years, divisions) continue to invest much time and energy into planning and running annual meetings, that model has changed significantly, with AFS assuming far more responsibility for locating and evaluating meeting venues, negotiating contracts and assisting with planning and running meetings. The 2018 annual meeting in Atlantic City will be the last meeting site to be selected from bids submitted by chapters.

Identifying suitable sites for the annual meeting and negotiating contracts with convention centers and hotels is complicated and has major financial implications for AFS. Costs in many of the largest cities in North America are too high to allow AFS to have a meeting that is affordable for attendees and that will result in at least 20% surplus revenue (profit) to the Society. Surplus revenue from the annual meeting is an important source of income used to support services and activities of AFS. Surplus revenue also is important to the host chapter and division, and in an effort to distribute that surplus revenue equitably, the annual meeting has been rotated among the divisions on a 4-year cycle.

The primary reason for rotating the location of the annual meeting is to ensure that at least once every four years, the annual meeting will be relatively close to the members in each division. This remains a valid reason for rotating the meeting site; however, must the rotation be exactly four years, or is it acceptable to introduce some flexibility in the rotation? Being more flexible in the rotation would allow AFS to locate the meeting in cities where adequate facilities are available at an attractive price. Unfortunately, affordable locations to hold the annual meeting are not evenly distributed across the four divisions. One way to increase flexibility in choosing

meeting locations, while maintaining financial equity among the divisions, would be to relax the traditional pattern of a 4-year rotation among the divisions but distribute surplus revenue among all the division every year (alternative formulae for allocating surplus revenue will be discussed later).

Proposed Motion: The annual meeting will be held in each division no less frequently than once every 6 years. A division may not host the annual meeting more than twice in any 4-year period. Surplus revenue from the annual meeting will be allocated each year to the host chapter, host division, and AFS according to a formula to be determined.

If the preceding motion passes, we must decide how much revenue to distribute to the host chapter, each division, and AFS each year. Although AFS involvement in selecting meeting locations, negotiating contracts and planning many aspects of the meeting has increased significantly in recent years, the host chapter still invests substantial effort in planning and staffing a successful meeting. Rather than change the current allocation to AFS and the host chapter, AFS will begin to incorporate a portion of staff time and expenses associated with planning the annual meeting in the budget for each meeting, beginning with the 2020 annual meeting. The amount of staff charges to the annual meeting budget shall not exceed \$70,000 (the estimated salary costs attributed to the annual meeting for key AFS staff who focus primarily on meeting planning).

The question of how much surplus revenue to allocate to each division is more complicated. Several alternatives for distributing surplus revenue to divisions are presented on the following pages.

Under the current allocation formula, revenue distributed to the divisions over the last four meetings (including projected revenue from the 2018 meeting) was as shown in the current allocation table below. The current allocation alternative creates a boom-and-bust cycle for the divisions. Because more than 40% of AFS members (and many other non-member fisheries professionals) are located in the Western Division, our largest meetings and largest profits tend to come from meetings in the West and the Western Division realizes more revenue from annual meetings than other divisions.

Current Allocation

Year	Location	Total Surplus	Division (Current allocation)				
			10%	Western	Southern	North Central	Northeast
2015	Portland	\$620,000	\$62,000	\$62,000	\$0	\$0	\$0
2016	Kansas City	\$67,000	\$6,700	\$0	\$0	\$6,700	\$0
2017	Tampa	\$230,000	\$23,000	\$0	\$23,000	\$0	\$0
2018	Atlantic City	\$231,000	\$23,100	\$0	\$0	\$0	\$23,100
4-yr total		\$1,148,000	\$114,800	\$62,000	\$23,000	\$6,700	\$23,100

Alternative 1 allocates surplus revenue equally across all divisions. Under this alternative, all divisions would have a reliable source of annual income, but income to the Western Division would be greatly reduced compared to the current allocation alternative.

Alternative 1

Year	Location	Total Surplus	Division (10%) Split equally among Divisions				
			10%	Western	Southern	North Central	Northeast
2015	Portland	\$620,000	\$62,000	\$15,500	\$15,500	\$15,500	\$15,500
2016	Kansas City	\$67,000	\$6,700	\$1,675	\$1,675	\$1,675	\$1,675
2017	Tampa	\$230,000	\$23,000	\$5,750	\$5,750	\$5,750	\$5,750
2018	Atlantic City	\$231,000	\$23,100	\$5,775	\$5,775	\$5,775	\$5,775
4-yr total		\$1,148,000	\$114,800	\$28,700	\$28,700	\$28,700	\$28,700

Alternative 2 would allocate surplus revenue based on the percentage of AFS members in each division. Under this alternative, revenue to the Western Division would be greater than revenue distributed to other divisions, but nevertheless still would be reduced compared to the current allocation alternative. The Northeast Division would receive about 45% less revenue, while the North Central Division would receive almost four times as much revenue (this probably is an extreme example, as surplus revenue from the Kansas City meeting was very low).

Alternative 2

Year	Location	Total Surplus	10%	Division (10%) Allocated by % of Membership			
				Western (42%)	Southern (24%)	North Central (23%)	Northeast (11%)
2015	Portland	\$620,000	\$62,000	\$26,040	\$14,880	\$14,260	\$6,820
2016	Kansas City	\$67,000	\$6,700	\$2,814	\$1,608	\$1,541	\$737
2017	Tampa	\$230,000	\$23,000	\$9,660	\$5,520	\$5,290	\$2,530
2018	Atlantic City	\$231,000	\$23,100	\$9,702	\$5,544	\$5,313	\$2,541
4-yr total		\$1,148,000	\$114,800	\$48,216	\$27,552	\$26,404	\$12,628

Alternative 3 would allocate surplus revenue to each division but with a larger share to the host division (5.5%) than to the other divisions (1.5%). This alternative would reward the host division if it hosts a successful and profitable meeting while still providing some income to each division each year. This alternative would be nearly revenue neutral (compared to the current allocation alternative) for the Southern Division and the Northeast Division. As with other alternatives, the Western Division would see less revenue and the North Central Division would benefit compared to the current allocation alternative.

Alternative 3

Year	Location	Total Surplus	10%	Division (10%) 5.5% to host Division, 1.5% to others			
				Western	Southern	North Central	Northeast
2015	Portland	\$620,000	\$62,000	\$34,100	\$9,300	\$9,300	\$9,300
2016	Kansas City	\$67,000	\$6,700	\$1,005	\$1,005	\$3,685	\$1,005
2017	Tampa	\$230,000	\$23,000	\$3,450	\$12,650	\$3,450	\$3,450
2018	Atlantic City	\$231,000	\$23,100	\$3,465	\$3,465	\$3,465	\$12,705
4-yr total		\$1,148,000	\$114,800	\$42,020	\$26,420	\$19,900	\$26,460

Alternative 4 would give the host division a larger share (7%) and a slightly smaller share to the other divisions (1%).

Alternative 4

Year	Location	Total Surplus	Division (10%) 7% to host Division, 1% to others				
			10%	Western	Southern	North Central	Northeast
2015	Portland	\$620,000	\$62,000	\$43,400	\$6,200	\$6,200	\$6,200
2016	Kansas City	\$67,000	\$6,700	\$670	\$670	\$4,690	\$670
2017	Tampa	\$230,000	\$23,000	\$2,300	\$16,100	\$2,300	\$2,300
2018	Atlantic City	\$231,000	\$23,100	\$2,310	\$2,310	\$2,310	\$16,170
4-yr total		\$1,148,000	\$114,800	\$48,680	\$25,280	\$15,500	\$25,340

Proposed Motion: Surplus revenue (income after all costs are accounted for) from the annual meeting will be distributed as follows: 70% to AFS, ~~up to~~ 20% to the host chapter, and as described in Alternative ?? to each division or as approved by the Management Committee in an MOU among the parties

Substitute Motion: Surplus revenue (income after all costs are accounted for) from the annual meeting will be distributed as described in an MOU among the parties and approved by the MC. A suggested distribution is 70% to AFS, 20% to host chapter(s) and 10% to AFS Divisions as described in Alternative X.

Motion: To postpone the selection of alternative Division allocation models for a future MC meeting until all Divisions have had an opportunity to discuss alternatives with their executive committees to be at a date no later than the December MC meeting

Moved by Jackie; 2nd by Jesse.

Attachment C: Professional Certification

Proposed Education Requirements

Subject Area	Graduated Before July 1, 2002	Graduated After July 1, 2002
A. Fisheries and Aquatic Sciences. 12 semester or 18 quarter hours	Four (4) courses; two of which must be directly related to fisheries science.	Four (4) courses; two-three of which must be directly related to fisheries science. and a At least one <u>course</u> must cover principles of fisheries science and management and one that course <u>must cover fisheries and/or aquatic sampling techniques or its equivalent.</u>
B. Other Biological Sciences. When added to the above courses must total 30 semester or 45 quarter hours.		
C. Physical Sciences. Must total 15 semester or 22 quarter hours.		
D. Mathematics and Statistics. 6 semester or 9 quarter hours.	Must include college algebra or calculus and one course in statistics.	Must include one calculus and one statistics, or two statistics courses.
E. Communications	Must total 6 semester hours.	Must total 9 semester or 13 quarter hours. Three semester or five quarter hours may be taken in communication intensive courses if officially designated as such by the college or university. <u>Must total 9 semester or 13 quarter hours in communication courses that require oral and written communication skills. A minimum of 3 semester hours</u>

		<p><u>or 4 quarter hours must be completed in oral communications and a minimum of 3 semester hours or 4 quarter hours must be completed in written communications. The remaining semester or quarter hours can be in either oral or written communications. A minimum of 3 semester hours or 4 quarter hours must be completed in both oral and written communications.</u></p> <p><u>Communication intensive courses, if officially designated as such by the college or university, can be applied in this category. However, if such courses are used in this category, they cannot be counted in another category (e.g., Category A).</u></p>
F. Human Dimensions.	None	6 semester or 9 quarter hours
<u>G. Work Experience.</u> (e.g., seasonal job, internship, formal volunteer position)	<u>None</u>	<p><u>Work experience may be used to discount in lieu required of formal course credits in each of the subject areas using the same equivalents as that typically used for university labs and field trips/practicums to satisfy credit requirements.</u></p> <p><u>A maximum of up to 6 semester or 9 quarter hours of work experience may be counted for professional certification, with no more than 3 semester or 4.5 quarter hours counted towards each subject area. Experience gained through a research assistantship as part of a graduate degree will not be considered for a discount.</u></p>

		<p><u>See the FAQ for examples and additional details.:</u></p> <p><u>16 weeks x 3 hours/week = 48 hours for 1 credit up to a 3-credit discount. Credit discount may be calculated on the basis of total hours worked. For example, a seasonal 12-week job x 40 hours/week = 480 hours, earning a 3-semester credit discount or a 4.5-quarter credit discount. Work as a volunteer for 10 weeks at 10 hours/week = 100 hours or a discount of 1 semester or 1 quarter credit.</u></p> <p><u>University work performed as part of a degree program may not be used for a discount; other such work may be counted. In addition, experience gained through a research assistantship as part of a graduate degree will not be considered for a discount. One work experience may be applied to only the most applicable subject area (e.g., fisheries work experience may be applied only to subject area A). Separate work experiences may be used for separate discounts or summed to achieve one discount. Separate statements from the applicant and immediate supervisor that describe the nature and amount of work performed by the applicant must accompany the application to support work experience.</u></p>
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For the FAQs:

Section E. Examples of oral and written communication skills to be achieved by this subject area can include the following: Oral skills include the development, preparation, and presentation of data pertaining to fisheries science, management, or other related natural resource disciplines. Written skills include developing, writing, editing, reviewing, and publishing fisheries and natural resource-oriented materials. Section G. The following examples are presented to provide guidance to students on how to calculate the translation of work experience hours to semester or quarter hours.

<u>Type of Experience</u>	<u>Credit Rate (Semester credits/hour)</u>	<u>Maximum Number of Semester Credits Allowed</u>
<u>Work</u>	<u>0.02</u>	<u>3</u>
<u>Volunteer</u>	<u>0.01</u>	<u>3</u>

For universities based on a semester system, a typical 3-credit course is 16 weeks in duration. As a result, 16 weeks at 3 hours/week = 1 credit, 16 weeks at 6 hours/week = 2 credits, etc. A maximum of up to 6 semester or 9 quarter hours of work experience may be counted for professional certification, with no more than 3 semester or 4.5 quarter hours counted towards each subject area. The full available-3 credit hours would be available for any experience that included work hours of 150 hours or more.

Additional guidance on the application of work experience to meet subject area requirements include the following: University work completed as part of a degree program may not be used for a work experience credits; other such work may be counted. In addition, experience gained through a research assistantship as part of a graduate degree will not be considered for credit. One work experience may be applied to only the most applicable subject area (e.g., fisheries work experience may be applied only to subject area A). Separate work experiences may be used for separate credits or summed to fulfill credits in one subject area. Separate statements from the applicant and immediate supervisor that describe the nature and amount of work performed by the applicant must accompany the application to support work experience.

Attachment D1: Hawaii Annual Meeting Location Cost Structure

AFS Annual Meeting: 2023

Contact: Shawn Johnston

Locations Sourced: Orlando, FL; Walt Disney World, FL; New Orleans, LA; Indianapolis, IN; Philadelphia, PA; Hawaii; St Louis, MO; San Antonio, TX; Milwaukee, WI; Savannah, GA, Vegas

Dates:

PROPERTY SELECTIONS

Hawaii	Dates	Room Rate	Meeting Space	Comments
<p>Hotel Website</p> <p>Kristie Chang, CMP, MPS Regional Director of Accounts, East Coast 571-443-7355 krchang@hccaeg.com Web: www.hawaii-convention.com I Web: www.aegworldwide.com Web:</p>	<p>1st Sep 12-19, 2024</p> <p>2nd Sep 16-23, 2024</p>	<p>6,000 Committable rooms within one-mile radius of the Hawai'i Convention Center</p> <p>Ala Moana Hotel Peak Nights: 433 Gov. Rate: \$177 Staff Room: \$155 Suites: \$211</p> <p>Courtyard by Marriott Studio 1 Bed: \$219 Deluxe 2 Bed: \$239 1 Suite: \$259</p> <p>Doubletree Alana Waikiki Awaiting Proposed Rates</p> <p>Hilton Garden Inn Waikiki Beach Peak Nights: 122 Standard: \$219 Deluxe: \$239 Suites: \$259</p>	<p>Free Rental at Convention Center</p> <p>Total Square Footage: 258,866 sq.ft. Kamehameha Exhibit Hall I & II: 148,122 sq.ft. Kamehameha Exhibit Hall III: 56,017 sq.ft.</p> <p>Minimum F&B Spend: \$130,000; rental is free with this minimum F&B spend Coffee: \$69 Continental Breakfast: \$14 Box Lunch: \$21 Basic Lunch Buffet: \$46 Reception (Hors d'oeuvres): \$4 - \$6</p>	<p>NOAA Endorsement Letter</p> <p>Total Incentive Package: \$273,215 260k rental waived</p> <p>Destination Support: \$25,000; can be used to offset convention related expenses (internet and WiFi, AV, electrical, F&B, shuttle transpo)</p> <p>Attendance Promotion: \$5,000</p> <p>Site Visits in 2023: \$5,000</p> <p>Million Miles Incentive: if signed by Dec 31, 2018, Hawaii Convention Center will give away 1 million flying miles</p> <p>LEED (Leadership in Energy and Environmental Design) v.4 O+M: Existing Buildings Gold Certification by the U.S. Green Building Council</p> <p>One Million Trees Program: guests can sponsor and dedicate a Legacy Tree, track its</p>

		<p>Sheraton Waikiki Peak Nights: 205 Run of House Gov. Rate: \$177 **Special resort fee of \$15 + tax per room/per night**</p>		<p>development, and help Hawai'i grow a brighter future</p> <p>Concessions: 808 Coffees Café Only: Beverage & Snacks \$900.00 minimum in sales revenue for up to 4 hours of continued service. Beyond 4 hours, each hour is subject to an additional \$225.00 in sales revenue.</p> <p>Full Meal Concession: \$3,500.00 minimum in sales revenue for up to 4 hours of continued service. Beyond 4 hours, each hour is subject to an additional \$500.00 in sales revenue.</p> <p>Exclusive Vendors: Fire Watch First Aid (required groups with 500+ attendees) Food & Beverage House Sound (including sound for the rooftop garden) Rigging Telecommunications Trash Removal</p> <p>Internet: Specific pricing for 2022 program will be provided by SmartCity and based on detailed requirements and prevailing rates during program year.</p> <p>Airport: Daniel K. Inouye International Airport ~ 8 miles from the Hawaii Convention Center</p> <p>Tax Ride: \$30 each way</p> <p>Travel Time: 20 - 40 minutes each way</p> <p>A/V Restrictions: The in-house audio and video distribution and reinforcement system are an exclusive service of Projection. Please note that microphones or any equipment that is utilized or will be otherwise connected to our house audio or video systems shall be exclusively installed operated and removed by Projection. Outside audio visual suppliers are permitted in the building.</p>
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Attachment D2: Hawaii NOAA Invitation



U.S. DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL MARINE FISHERIES SERVICE
Pacific Islands Fisheries Science Center
1845 Wasp Boulevard, Bldg 176 • Honolulu, Hawaii 96818 • USA
TEL (808) 725-5393 • FAX (808) 725-5475 • EMAIL Michael.Seki@noaa.gov

October 27, 2018

F/PIC:mps

Dr. Douglas Austen
Executive Director
American Fisheries Society
425 Barlow Lane
Bethesda, MD 20814

Dear Dr. Austen:

I understand that the Hawai'i Convention Center is submitting a bid to host the 2024 Annual Meeting of the American Fisheries Society. When I heard of this effort, I immediately thought what a great idea and this letter is in support of that bid.

I believe that Honolulu and the Hawai'i Convention Center would be a wonderful fit and venue for the AFS community. While we may not have a local chapter, fishery interests here is significant. Honolulu is home to the National Marine Fisheries Service's Pacific Islands Region that includes both the regulatory focused Regional Office and the Science Center, both of whom retains jurisdictional responsibility for the U.S. fishery interests in the central and western Pacific (including American Samoa, Guam, and the Commonwealth of the Northern Marianas). The local governmental interests in the health of Hawai'i's coastal and fishery resources resides with the State of Hawai'i's Department of Land and Natural Resources. And we have a strong academic presence in the University of Hawai'i (Manoa and Hilo campuses) and Hawai'i Pacific University, all with outstanding marine science programs.

Being an island state, there are naturally very strong marine interests, however fresh and estuarine water fishery interests abound in the recreational, artisanal and subsistence fishery sectors as well. A growing focus has emerged on cultural fishing practices and embracing the *Aha Moku* system for the Pacific Islands region. This is the Hawaiian system of natural resource management based on the concept of *'ahupua`a*, the traditional land and ocean tenure system of Hawai'i. The *Aha Moku* system presents an adaptive and incremental strategy; a policy for indigenous resource user groups, and framework for community and agency interaction. Surely focused topics such as this would make for fascinating sessions.

Being located in the center of the Pacific Ocean, I suspect an AFS meeting here may be attractive and would provide an opportunity to facilitate engagement with the international fisheries community including member countries of the Western Central Pacific, North Pacific, and South Pacific Fisheries Commissions; the North Pacific Marine Science Organization (PICES) and the Secretariat of the Pacific Community (SPC).

All said, I reiterate my sentiments and support for the Annual AFS meeting to come to Honolulu, Hawai'i in 2024. Thank you for all for allowing me to share my thoughts.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael P. Seki".

Michael P. Seki, Ph.D.
Director, Pacific Islands Fisheries Science Center

Attachment E: International Fisheries Section



Bylaws of the International Fisheries Section of the American Fisheries Society

Adopted August 1987; latest amendments ~~August 2016~~ **TBD 2018**.

~~Robert M. Hughes~~ Abigail J. Lynch, President 2018-19 ~~15-16~~ ~~William G. Franzin~~ Steven J. Cooke,
President 2017-18 ~~14-15~~

Purpose:

The Section is organized exclusively for, and will be operated exclusively for, educational and scientific purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Dissolution:

Upon the dissolution of the Section, all assets shall be distributed to the American Fisheries Society, a section 501(c)(3) organization, for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. At the time of dissolution, if the American Fisheries Society is not qualified as an exempt organization, not in existence, or unwilling or unable to accept the assets of the Section, all assets shall be distributed to the federal government, or to a state or local government, for a public purpose.

Article I. Name and Objectives

1. The name of this organization shall be the International Fisheries Section of the American Fisheries Society, hereinafter referred to as the Section and Society, respectively.
2. The general objectives of the Section are those of the Society as set forth in the Society's Constitution. The specific objectives are to:
 - a. Promote and support worldwide fisheries conservation, education, and research;
 - b. Increase the awareness of North American and associated insular fisheries scientists of the interests, needs, and contributions of their colleagues worldwide;
 - c. Increase awareness and cooperation of the Society and its members in international fisheries; and
 - d. Assist the international exchange of information, including the provision of technical advice, among fishery workers of all nations.

Article II. Membership and Dues

1. Membership in the Section shall be open to all individual or institutional members of the Society in good standing who pay the annual Section dues in accordance with their membership category (~~currently USD \$5~~).

~~1.2.~~The Executive Committee may determine, by a 2/3-majority vote, all Section dues, fees, and charges.

~~2.3.~~Only active members of the Society may vote, hold office, or chair a committee.

Article III. Officers

1. The officers of the Section shall be the President, President-Elect, Immediate Past-President, Secretary, and Treasurer, collectively referred to as the Executive Committee (see Article V). The Secretary and Treasurer positions may be filled either separately or as a combined single position.
2. All officers shall serve for a term of ~~1~~one year except the Secretary and Treasurer who will each serve ~~2~~two years.
3. No officer shall hold the same office for consecutive complete terms except the Secretary and Treasurer, who may hold office for multiple consecutive terms. Past officers may again hold the same office after the lapse of at least one complete term or may serve to complete a term of a position that was vacated between terms.
4. New officers will be installed at the annual meeting.
5. Officers 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.

Article IV. Duties of Officers

1. The President shall:
 - a. Chair the Executive Committee of the Section;
 - b. Preside at the business meetings of the Section;
 - c. Appoint all Committee members, and serve as an ex-officio member thereof;
 - d. Represent the Section as a member of the Society's Governing Board;
 - e. Oversee the Section's fiduciary responsibility by communicating with the Treasurer to ensure that the Section's funds are managed appropriately and that required IRS reporting is completed annually;
 - f. Ensure that the Section website is updated;
 - ~~g.~~ Provide electronic updates to members~~Ensure that~~ at least ~~twice~~once ~~IFS newsletters~~ per year ~~are sent to members~~;
 - ~~g.~~h. Report annually to the President and Executive Director of the Society on Section activities and funds; and
 - ~~h.~~i. Perform other duties and functions as authorized and necessary.
2. The President-Elect shall:
 - a. Perform the duties of President in the absence of the President;
 - b. Assume the office of the President in the event that the office is vacated;
 - c. Accede to the Presidency upon completion of the term of President-Elect
 - d. Prepare a President's annual work plan before taking office as President; and

- e. Perform other duties as may be required by the Executive Committee.
3. The Immediate Past-President shall:
 - a. Assist the other officers as needed;
 - ~~b. Chair the Nominating and Ballot Tally Committee~~Nominate candidates for President-Elect, Secretary, and Treasurer for approval of the Executive Committee;
 - ~~e.b. Chair the Past Presidents Advisory Council (a committee of living IFS Past Presidents who volunteer to continue serving the Section in an advisory role);~~ and
 - ~~d.c.~~ Perform other duties as may be required by the Executive Committee.
 4. The Secretary shall:
 - a. Keep the official records of the Section;
 - b. Maintain a current list of the Section membership;
 - c. ~~Serve as Section Newsletter and Website Editor~~Oversee any voting activities of the Section;
 - ~~d.~~ Submit minutes of the annual Section business meeting to the Executive Director within 30 days after the meeting is held;
 - ~~e.~~ Assist the President in preparing the annual report to the Society; and
 - ~~e.f.~~ Perform other duties as may be required by the Executive Committee.
 5. The Treasurer shall:
 - a. Collect and be custodian of Section funds;
 - b. Disperse funds as authorized by the Executive Committee;
 - c. Submit a record of receipts and disbursements at the annual Section business meeting and to the Executive Director of the Society within 30 days after said meeting;
 - d. Complete required IRS reporting on an annual basis; and
 - e. Perform other duties as may be required by the Executive Committee.

Article V. Executive Committee

1. The Executive Committee shall consist of the elected officers of the Section.
- ~~2.~~ 2. The Executive Committee shall have the authority to determine policies and conduct business consistent with the objectives of the Section.
- ~~2.3.~~ 2.3. The Executive Committee shall recommend grants annually from the Carl R. Sullivan International Endowment Fund.
- ~~3.4.~~ 3.4. 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.
- ~~4.5.~~ 4.5. Business and voting by the Executive Committee may be conducted ~~by mail or~~ electronically.

~~5.6.~~ A quorum is required for transaction of official business at an Executive Committee meeting. A quorum for an Executive Committee meeting shall consist of at least three members.

~~6.7.~~ 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.

Article VI. Meetings

1. The Section shall hold at least one business meeting annually in conjunction with the Society annual meeting.
2. Special meetings may be called by the President with the consent of the Section Executive Committee.
3. Executive Committee meetings and the Section business meetings may be joined in person or ~~by electronic media~~ remotely.

Article VII. Voting and Quorum

1. Decisions at Section business meetings and on behalf of the Society shall be in accordance with the Society Constitution.
2. A quorum at business meetings shall be at least 10 ten members of the Section.
3. Robert's Rules of Order shall govern all applicable cases not covered by these Bylaws.
4. Candidates for office will be nominated by a Nominating Committee, comprised of at least three members and chaired by the Immediate Past-President.
5. Balloting shall be completed at least 2 two months before the annual meeting of the Section by either mail or electronic media.
6. Officers shall be elected by a simple majority of the returned ~~mail ballots and electronic ballots~~ mail ballots. Proper care will be taken to ensure confidentiality and anonymity of both mail and electronic ballots. In the case of a tie vote, the election will be decided by a simple majority vote of the Executive Committee.
7. In the event of a vacated position, the Executive Committee shall appoint a qualified replacement for the remainder of the term.

Article VIII. Removal from Office

1. Removal of an officer from office for just cause will require a two-thirds vote of Executive Committee members or a two-thirds vote of members at a meeting of the membership.

Article IX. Committees

1. Committees and Chairs of committees, except as listed in Articles III and IV of these Bylaws, shall be appointed and charged by the President.
2. Special Committees serve to accomplish a specific purpose and 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.
3. Standing Committees help the President and the Executive Committee conduct the Section's affairs, and the chairs shall report their committees' activities, findings, and recommendations at Section meetings and interim meetings of the Executive Committee.

4. The following standing committees composed of Section members in good standing shall be appointed by the President together with their chairpersons, who are expected to change periodically:

- ~~a. Nominating and Ballot Tally Committee (NBTC). The NBTC shall name at least one candidate for each Section office of President Elect, Secretary, and Treasurer, and organize the election. The Immediate Past President shall serve as Chair and two other members shall be appointed by the President. Committee members shall count the electronic and mail ballots for all elections and announce the results to the President within 30 days following the closing date of the election. All mail ballots or copies of electronic ballots shall be turned over to the President and retained for 90 days after the annual meeting.~~
- ~~b.a. Newsletter and Website Communications Committee (NWCC). The NWCC shall be responsible for producing the Section's newsletter and maintaining the Section's Website website and social media presence. The Committee may issue standards and instructions to the membership to facilitate its work and solicit contributions. The Committee shall consist of the Newsletter and Website Editor a Webmaster and Social Media Chair, and other Section members as necessary and appointed by the President.~~
- ~~c. Endowment Fund Committee (EFC). The EFC annually will recommend grants from the Carl R. Sullivan International Endowment & Developing Countries Fund (IEDCF) to the Section Executive Committee. At least three EFC members will be appointed by the President from the Section membership. The EFC membership appointments should be staggered. Initially the EFC Chair will be appointed for a term of 2 years. After the first year, one member of the original EFC will rotate off and be replaced by a new member. After 2 years, the Chair will rotate off and an experienced member will replace him/her. The goal is to maintain an EFC membership consisting of newly appointed members as well as members with corporate memory.~~
- ~~d.b. The International Fisheries Section Fellow American Fisheries Society – Fisheries Society of the British Isles Student Exchange Committee (IFSFC/AFS-FSBI Exchange Committee). Each year the IFSFC Committee selects a student or young professional member of the Society to attend and present at the annual meeting of the Fisheries Society of the British Isles. The IFSFC Committee members will be comprised of include three past IFSF award winners, who will revolve off the IFSFC Committee at the end of their third year on the IFSFC Committee.~~
- ~~e.c. The International Fisheries Science Prize Committee (IFSPC; active in a four-year cycle with the World Fisheries Congress). The IFSPC will recommend the IFSP recipient to the Section Executive Committee. The President will forward the name of the recipient to the President and Secretary-General of the World Council of Fisheries Societies. IFSPC members will be appointed by the President to represent the member societies of the World Council of Fisheries Societies (the committee is intended to be diverse, but there is no requirement for every society on the World Council to have a committee appointment). IFSPC membership appointments should be staggered. Initially the IFSPC Chair will be appointed for a term of 4 years. After the first 4 years, half the members of the original Committee will rotate off and be replaced by new members. After 4 years, the Chair will rotate off and an~~

~~experienced member will replace him/her. The goal is to maintain an IFSPC membership consisting of newly appointed members as well as members with corporate memory. See *International Fisheries Science Prize terms of reference for more information.*~~

- ~~f. The International Fisheries Section Advisory Board (IFSAB). The IFSAB helps ensure that the Section formally incorporates inputs from all continents represented by Section members, given that the Section leadership is often largely from North America. The IFSAB members are expected to review and comment on all major Section actions and to suggest ways in which the Section can better serve its non-North American members. IFSAB members are appointed by the President and serve 1-year renewable terms.~~

Article X. International Chapters

1. Chapters residing outside the geographic boundaries of the Society Division structure (i.e., North Central Division, Northeastern Division, Southern Division, Western Division) will be housed within the Section.
2. International chapters provide an opportunity for AFS members beyond the Division structure of the Society to organize and convene with the intent to advance the Society's objectives in a more localized area.
3. An International Chapter shall:
 - a. Operate autonomously under its own Chapter bylaws; and
 - b. Submit a report on Chapter activities to the IFS Executive Committee at least annually immediately prior to the Section business meeting.

Article XI. Amendment of Bylaws

1. The bylaws are the defining document for the Section and take precedence over all other rules and procedures of the Section.
 - a. The Section bylaws may be amended by a vote of 2/3 of the Section members voting on the amendment, provided that the proposed amendment(s) are circulated to the membership at least 30 days prior to voting.
 - b. In accordance with the Society's Constitution, an amendment shall be reviewed by the Society's Constitutional Consultant prior to the Section's vote for conformity with the Constitution, Rules and Procedures of the Society.
 - c. The Constitutional Consultant presents the adopted amendment to the Society Management Committee for approval.
 - d. Amendments take effect when the Section receives written notice of their approval by the Management Committee from the Society Executive Director.

Article XII. Amendment of Procedures

1. Procedures are the lowest level of documentation of Section operations. They are generally established to provide continuity in the conduct of Section business.
2. The procedures may be suspended or amended by a simple majority vote of the Executive Committee.

Attachment F: University of Wisconsin–Madison Student Subunit

UW-Madison Subunit of the Wisconsin Chapter of the American Fisheries Society Bylaws

Article I. Name and Objectives

1. The name of this organization shall be the UW-Madison Subunit of the Wisconsin Chapter of the American Fisheries Society, hereinafter referred to as the Subunit, Chapter, and Society, respectively.
2. The objectives of the Subunit shall follow those of the Society as set forth in Article I of their Constitution. In addition, the Subunit has the following objective:

“To promote the advancement and communication of fisheries biology, ecology, and management throughout the University of Wisconsin- Madison. The subunit will also promote coherence in fisheries-related research across departments throughout the university.”

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

Article II. Membership

1. The membership of the Subunit shall be composed of undergraduate and graduate students, faculty, and staff at the University of Wisconsin-Madison.
2. All voting members, officers, and committee chairs of the Subunit must be active members of the Society.
3. All members must agree to support individual autonomy and understand that any behavior or act that constitutes hazing, sexual assault and/or harassment, or discrimination of any sort will not be tolerated. The Subunit follows definitions of these terms set by the University of Wisconsin-Madison.

Article III. Officers

1. The officers of the Subunit shall consist of a President, Vice President, Secretary, and Treasurer.
2. All officers must be UW-Madison students (undergraduate or graduate).
3. Officers shall be elected by a majority vote at the second-to-last general meeting in the spring semester (April) each year.
4. Subunit Officers shall serve for a term of one year.
5. In the event of a vacated position, a qualified replacement to fill the remaining portion of term shall be appointed by the remaining members of the Executive Committee.

6. No officer of the Subunit shall receive any salary or other compensation. Expenses associated with Subunit-related activities may be defrayed from funds available to the Subunit when authorized by the Executive Committee.

Article IV. Duties of Officers

1. The President shall:
 - a. Preside at all meetings;
 - b. Serve as Chair of the Executive Committee;
 - e. Represent the Subunit to the Chapter, including attending Chapter Executive Committee meetings and presenting a report of Subunit activities at the Chapter's Annual Business Meeting; and
 - d. Ensure the Subunit meets all obligations of the Chapter and Society.
2. The Vice President shall:
 - a. Assume the duties of the President in the event of the President's absence or inability to act;
 - b. Act as interim President in the event that the President vacates their position; and
 - c. Organize and conduct annual elections.
3. The Secretary shall:
 - a. Keep the official records, including meeting minutes, of the subunit;
 - b. Record attendance at all meetings; and
 - c. Maintain a roster of members including their contact information
4. The Treasurer shall:
 - a. Disburse funds only as authorized by either the membership or Executive Committee;
 - b. Give a financial report at all meetings;
 - c. Prepare a year-end financial report; and
 - d. Coordinate with Secretary to ensure members are up-to-date on dues.

Article V. Executive Committee

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

Article VI. Meetings and Voting

1. The Subunit shall hold monthly meetings. Officers may decide to change or cancel meetings and must give notice of at least one week before scheduled meeting.
2. A quorum is required for transactions of official business and shall be at least 50% of the Subunit membership.

3. Decisions at meetings are by a simple majority of active members voting, except 2/3 majorities are required in special cases such as amending the Bylaws and suspending a Rule.
4. Voting may be conducted in person at subunit meetings, by written ballot, or electronically, as determined by the Executive Committee.

Article VII. Changes to 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 subunit 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.
 - c. 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 G1: October 2018 Financial Report



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

425 Barlow Place, Suite 110 * Bethesda, Maryland 20814-2199
301-897-8616 * FAX 301-897-8096 * E-Mail: main@fisheries.org, www.fisheries.org

Jesse Trushenski, PhD
President 2018-2019

Douglas J. Austen, PhD
Executive Director

October 2018 Financial Report December 13, 2018

Financial Position. Assets stand at \$5,291,000 and \$543,000 below this time last year and \$625,000 lower than September 2018. The decrease since last month is attributable to a lower cash balance and an investment portfolio that fell \$299,000 in October. Cash flow for this period was stable with the start of dues renewals and collections of other funds.

Program Activities. Through October, revenue totals \$2,734,000 and trails last year by \$300,000. However, the financial comparison is more favorable with the removal of investment losses (in 2018) and gains (in 2017). In this case, 2018 income would total \$2,765,000 or stand \$171,000 (7%) higher than last year. Investment income typically comprises 15% of the AFS budget and has a disproportionately large impact on net operations. Apart from investment earnings, all major programs are reporting stronger year-over-year income results.

Expenses, on the other hand, total \$3,339,000 and are \$354,000 higher than last year. While there were no noteworthy unexpected costs, AFS did prepay some items this year differently than last. Examples include for business insurance, database licenses, and even \$30,000 of union labor costs at the Atlantic City meeting (something it normally does not incur at its meeting sites). Even with these higher costs, the annual meeting is expected to net over \$220,000. Unit profit sharing of roughly \$60,000 is due for payment by years end.

Attachment G1: October 2018 Financial Report

AMERICAN FISHERIES Summary of All Units For the Ten Months Ending 10/31/2018

	Year to Date - Actual			Budget	2017 Annual	
	2018	2017	Var \$	2018 BUDGET	vs YTD Actual	Actual
Revenue						
Administration	(\$31,492)	\$439,774	(\$471,266)	\$297,000	(\$328,492)	\$560,301
Web	24,439	1,890	22,549	7,000	17,439	4,920
Continuing Education	13,095	19,675	(6,580)	12,000	1,095	19,675
Rotenone				16,000	(16,000)	3,856
Certification	4,471	4,200	271	10,000	(5,529)	5,750
Other Education				12,000	(12,000)	
Hutton	5,000	79,650	(74,650)	150,000	(145,000)	134,650
Cornell	111,311	107,598	3,714	132,000	(20,689)	237,477
Other Grants & Contracts				125,000	(125,000)	
Annual Meeting	835,220	775,968	59,252	1,009,000	(173,780)	931,802
Membership	533,641	464,930	68,711	567,000	(33,359)	464,930
Awards	4,797	5,295	(498)	4,000	797	5,590
Mem Other	12,700	6,141	6,559	13,000	(300)	8,865
Jobs	35,300	20,752	14,548	30,000	5,300	26,677
Advocacy	13,310	35,600	(22,290)	25,000	(11,690)	26,700
Books	135,716	90,533	45,183	131,000	4,716	30,843
Journals	1,035,873	981,542	54,331	1,240,000	(204,127)	1,048,166
Fisheries	335	45	290		335	45
Other Publications	79		79		79	
Total Revenue	2,733,795	3,033,593	(299,797)	3,780,000	(1,046,205)	3,510,247
Expenses						
Administration	363,265	283,377	(79,888)	320,000	(43,265)	569,365
Staff Costs	1,745,144	1,687,160	(57,984)	2,139,000	393,856	2,029,516
Technology	64,927	29,332	(35,595)	39,000	(25,927)	36,403
Communication	3,072	1,585	(1,487)	11,000	7,928	1,585
Web	12,310	29,338	17,028	19,000	6,690	40,131
Development	1,412	3,153	1,741	12,000	10,588	3,234
Continuing Education	8,149	18,881	10,733	10,000	1,851	20,132
Rotenone				16,000	16,000	
Certification	130	388	258	1,000	870	404
Other Education				1,000	1,000	2,040
Board	45,178	38,784	(6,394)	54,000	8,822	46,008
Committees				2,000	2,000	
Hutton	104,691	96,291	(8,400)	123,000	18,309	96,291
Cornell	42,027	21,900	(20,126)	61,000	18,973	88,792
Other Grants & Contracts	6,551		(6,551)		(6,551)	
Annual Meeting	577,921	543,053	(34,868)	818,000	240,079	758,089
Other Meetings	621	488	(132)	1,000	379	488
Membership	204,756	85,797	(118,959)	114,000	(90,756)	134,627
Awards	16,318	17,776	1,457	15,000	(1,318)	5,791
Mem Other	1,435	887	(548)	1,000	(435)	1,043
Units		577	577	1,000	1,000	577
Advocacy	7,607	1,120	(6,487)	27,000	19,393	5,099
Books	40,706	21,425	(19,281)	25,000	(15,706)	32,213
Journals	75,948	102,097	26,149	152,000	76,052	168,741
Fisheries	17,176	1,999	(15,177)	7,000	(10,176)	2,750
Total Expenses	3,339,344	2,985,408	(353,934)	3,969,000	629,657	4,043,319
Net Change from Operations	(605,549)	48,185	(653,731)	(189,000)	(416,549)	(533,072)
Non Operating (shown on a net basis)						
Rotonone						(3,856)
Restricted contributions	148,698	(2,191)	150,889	285,000	(136,302)	98,779
Total Non Operating	148,698	(2,191)	150,889	285,000	(136,302)	94,923
TOTAL NET CHANGE	(456,851)	45,994	(502,843)	96,000	(552,850)	(438,149)

Attachment G3: October 2018 Statement of Financial Position

American Fisheries
Statement of Financial Position
As of 10/31/2018

	2018	2017	Variance
ASSETS			
Current Assets			
Petty Cash	\$694	\$694	
Checking	313,707	429,397	(115,690)
Certificate of Deposits		54,095	(54,095)
Accounts Receivable	75,257	46,010	29,247
Allowance of doubtful accounts	(14,170)	(14,170)	
Inventory	263,046	427,679	(164,633)
Prepaid Expenses & Deposits	10,815	163,177	(152,362)
Current Assets	649,349	1,106,882	(457,533)
Property and Equipment	1,134,548	1,110,731	23,817
Accumulated Depreciation	(730,062)	(695,411)	(34,651)
Net Property and Equipment	404,486	415,320	(10,834)
Long Term Assets			
Long-Term Investments	4,237,316	4,312,076	(74,760)
Total Long Term Assets	4,237,316	4,312,076	(74,760)
Total Assets	5,291,151	5,834,278	(543,127)
LIABILITIES AND NET ASSETS			
Current Liabilities			
Accounts Payable	108,450	131,134	(22,684)
Accrued Expenses	243,480	252,275	(8,795)
Subunits Dues Payable	83,514	41,081	42,433
Subunits Books Payable	2,659	(4,367)	7,026
Deferred Income	882,125	524,445	357,680
Total Current Liabilities	1,320,228	944,568	375,660
Net Assets			
Net Assets - Unrestricted	4,409,323	4,843,718	(434,395)
Change in Unrestricted Net Assets - Curr Year	(438,400)	45,992	(484,392)
Total Net Assets - End. Balance	3,970,923	4,889,710	(918,787)
Total Liabilities and Net Assets	5,291,151	5,834,278	(543,127)