

American Fisheries Society Management Committee Meeting Call

26 October 2015

Meeting Minutes

Participants

MC Members: Donna Parrish, Ron Essig, Steve McMullin, Kristen Ferry, Dave Coughlan, Ken Kurzawski, Mark Porath, Melissa Wuellner, Julie Deflippi and Doug Austen (non-voting)

Constitutional Consultant: John Boreman

AFS Staff: Shawn Johnston, Denise Spencer, Jasmine Sewell, Dan Cassidy, Beth Beard

Guests: Emerging Leaders Alix Blake

The meeting was called to order at 12:04 p.m.

1. **Quorum established** by Boreman
2. **Approve Agenda**
Essig noted the addition to the agenda of the Stockton University student subunit bylaws.
3. **Approval of Management Committee minutes** from September 21, 2015. Approved by unanimous consent.
4. **Constitutional Consultant Motions** (Boreman; see Attachments at the end of the minutes for full documentation of by-laws and related material).
 - 4.1. **Proposed Motion: Approve proposed amendments to amend Section VI of the AFS Genetics Section bylaws.**

Background: The Genetics Section wishes to add three sections to their bylaws to establish three additional standing committees: The James E. Wright Graduate Award Committee; the Stevan R. Phelps Memorial Award Committee; and the Genetics Section Early Career Award Committee. Text to be added to the bylaws related to establishment of these committees is as follows:

Section VI(d) James E. Wright Graduate Award Committee: The James E. Wright Graduate Award Committee will be composed of three members. The chair of the committee will be a member-at-large and will be selected biennially by the incoming Genetics Section president. The two other members will be selected by the committee chair.

Section VI(e) Stevan R. Phelps Memorial Award Committee: The Stevan R. Phelps Memorial Award Committee will be composed of four to seven members. The chair of the committee will be a member-at-large and will be selected biennially by the incoming Genetics Section president. The other members will be selected by the committee chair.

Section VI(f) Genetics Section Early Career Award Committee: The Genetics Section Early Career Award Committee will be composed of three members. The chair of the committee will be a member-at-large and will be selected biennially by the incoming Genetics Section president. The two other members will be selected by the committee chair.

Moved by Parrish; 2nd by Coughlan. Passed by unanimous consent.

4.2. Proposed Motion: Eliminate remuneration percentages from Procedures Manual that pertain to monetary return of the net proceeds of the AFS Annual Meeting to the host AFS unit or units. Instead, include the remuneration percentages as a negotiable item in the MOU between the host unit (units) and AFS.

Background: The percentage return of net profits from the AFS Annual Meeting to the AFS host unit(s) has varied considerably in recent years due to the number of units involved and the duties now being assumed by AFS staff that had been the responsibility of the host unit(s). The proposed changes to the Procedures Manual will result in greater flexibility in determining a fair remuneration formula for the host unit(s) that will depend on their involvement in running the meeting, and allow the formula to change on a year-by-year basis. It also allows an AFS unit other than a chapter to serve as the basic host.

Changes to the Procedures Manual would be as follows:

ANNUAL MEETING GUIDELINES – Remuneration (p. 138)

1. The basic host unit for AFS Annual Meetings is an AFS chapter(s), although any unit (Division, Section, Chapters, etc.), can host a meeting. Host ~~chapters~~ units will be offered a monetary return from the annual meeting they host, as a fixed percentage of that meeting's net proceeds. The host ~~chapter (unit)~~ may elect *not to request* such reimbursement. Alternatively, the host ~~chapter (unit)~~ may wish to designate all or a portion of their return to a specific AFS activity (such as the Skinner Student Travel Fund, Hutton Fund, and other specific Society needs).
2. The monetary return to the host ~~unit chapter~~ will be 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 ~~chapter (unit)~~ receives 10% - 20% of the net proceeds of the annual meeting depending upon the level of contribution by the unit. (Past net proceeds have ranged from \$50,000 to over \$100,000 from an AFS annual meeting, so host ~~chapters (units)~~ can expect as much as \$10K or more, for their efforts.)
3. **The Society takes on all of the contractual risk in coordinating an annual meeting.** The Society also contributes staff hours and other labor costs, travel, and conference materials in helping to orchestrate an annual meeting.
4. ~~Divisions will receive 10% of the net proceeds if they forgo their regularly scheduled annual meeting and hold it in conjunction with the Society annual meeting.~~

Motion by Porath; 2nd by Parrish

Discussion: Concerns the general model of allocation of proceeds to the units. Current procedures are 10% but have been slightly modified in recent years as a 70/20/10 model (AFS, chapter, division). Replace chapter and other designations with "Unit" (Austen/Boreman to clean up language).

Passed by unanimous consent.

4.3. Proposed Motion: Approve the bylaws for the proposed MATES Student Subunit.

Background: This is one of two new student subunits proposed by the Mid-Atlantic Chapter. The AFS Constitutional Consultant has cleared the proposed bylaws (Attachment 1), and AFS HQ has cleared the proposed slate of officers and petition.

Moved by Defilippi, 2nd by Ferry

Discussion centered on the general need to ensure that all student units receive appropriate oversight to ensure that they maintain active levels

Passed by unanimous consent.

4.4. Proposed Motion: Approve proposed amendments to the bylaws of the Canadian Aquatic Resources Section (CARS).

Background: CARS recently had to amend the section bylaws to conform to new requirements imposed by the Canadian government (Attachment 2). The AFS Constitutional Consultant determined that the proposed amendments are consistent with the AFS Constitution and Rules.

Moved by Kurzawski; second Coughlan.

CARS has extended the vote deadline for approval of the bylaws to November 16, 2015, to allow for the required 30-day review period.

Moved to Table (McMullin; second by Parrish). Tabled by unanimous consent.

(Note that items 4.5 – 4.7 were handled jointly)

4.5. Proposed Motion: Approve the bylaws for the proposed UC Santa Cruz Student Subunit.

Background: The bylaws (Attachment 3) were reviewed and cleared by the Constitutional Consultant, and AFS HQ has cleared the petition.

4.6. Proposed Motion: Approve the bylaws for the proposed Paul Smiths College Student Subunit.

Background: The bylaws (Attachment 4) were reviewed and cleared by the Constitutional Consultant, and AFS HQ has cleared the petition.

4.7. Proposed Motion: Approve the bylaws for the proposed Stockton University Student Subunit.

Background: The bylaws (Attachment 5) were reviewed and cleared by the Constitutional Consultant, and AFS HQ has cleared the petition.

Motion to accept all three student unit petitions: Moved by Ferry, 2nd by Coughlan; Passed by Unanimous Consent.

5. Executive Director's Report (Austen)

- Four AFS staff positions are in the process of being filled with the Policy Analyst position interviews being conducted this week. Subsequent searches will include the Director of Communications, Director of Student and Professional Development, and Development Director.
- Austen attended the annual conference of The Wildlife Society (TWS) in Winnipeg, MAN, CAN, and will be working with TWS executive director Ken Williams on continual exchanges of TWS and AFS staff in upcoming annual meetings.
- Austen will work with Essig to develop a modified cooperative agreement with the National Association of University Fish and Wildlife Programs (NAUFWP) to reflect joint interests. This will be modeled after an existing MOU between NAUFWP and TWS.

6. Financial Update (Cassidy)

- The August 2015 financial reports are presented for review by the Management Committee. Operating results year to date are strong and the change in net assets totals \$957,000 versus \$786,000 as of August 2014.
- Key sources of revenue showing positive gains over last year are membership dues, meeting and tradeshow income, CE and investment income while publications' subscriptions, book sales and job board are lagging 2014 results. The investment portfolio decreased by over \$150,000 through August, and experienced a further decline in September by another \$128,000.
- Reconciliation of the Portland meeting is nearing completion and preliminary results show net revenue in the \$500,000 range. There are additional items to be reconciled including funds collected and expended locally by the Host Unit and sponsorships committed for the meeting.
- On the expense side, staff costs, contractual fees and Web/technology costs, office equipment and bank charges are reporting higher than last year due to new staff positions, upgrades to the database and web site and processing a higher volume meeting registrations and memberships.
- AFS's financial position remains strong and is marginally higher than 2014 on account of earlier payments of annual meeting expenses and a decrease in the investment portfolio.
- A full and detailed financial report will be presented to the Committee on the November Call.

7. President's Report (Essig)

Essig recently returned from attending the annual meeting of the Australia Society for Fish Biology. AFS and ASFB will sign a joint cooperative agreement similar to that which AFS has with a number of other societies such as the British, Japanese, Chinese, and Brazil. Essig also noted that he is jointly authoring with ASFB past-president Gary Jackson, a presidents' column for an upcoming issue of *Fisheries*.

Essig will be traveling to China to meet with the Chinese Society for Fisheries Scientists.

8. Other Officers' reports as needed

Steve McMullin: Will be attending the Mid-Atlantic Chapter meeting later this week. Will present results of employer survey and discuss organization of the 2018 annual meeting with Chapter leadership. I also hope to include a joint fisheries-wildlife issue symposium in the 2018 annual meeting program (as Austen mentioned discussing with TWS).

Donna Parrish: recently returned from participating in the 2nd Mississippi-Yangtze River Symposium near Wuhan, China. This included about 14 U.S. scientists and twice as many Chinese hosts. Accommodations were provided by the China Academy of Sciences. Parrish is working with Chinese AFS member Yushan Chen, and Kansas City 2016 annual meeting program co-chair Quinten Phelps to develop a rivers session at that annual meeting. A recommended activity is to develop appropriate field tours for the Chinese guests of U.S. large river management issues.

9. New business – none

10. Adjourned at 1:07 p.m.

Next MC call at noon EST, Monday, November 16, 2015

Note that all Attachments are appended below

Attachment 1

Bylaws of the MATES Student 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 MATES Student Subunit of the Mid-Atlantic Chapter of the American Fisheries Society; hereinafter referred to as the Student Subunit, Chapter, and Society respectively.
2. The objectives of the Student Subunit shall be those of the Society as set forth in Article I of the Constitution. In addition the Subunit also has the following objective:

Encourage the exchange of regional fisheries information among student subunit members, as well as encourage student involvement in the Mid-Atlantic Chapter, Northeastern Division, and Society.

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

Article II. Membership

1. The membership of the Student Subunit shall be composed of Marine Academy of Technology and Environmental Science (MATES) students, faculty, and alumni who are active members of the Chapter.
2. Only active members of the Society may vote, hold office, or chair a committee.

Article III. Officers

1. The officers of the Student Subunit shall consist of a President, Vice President, and Secretary – Treasurer.
2. All officers must be members in good standing of the Society and current MATES students. Students who graduated MATES may be a part of the Student Subunit, but will not be allowed to hold office after June 30 of their graduating semester.
3. Officers shall be nominated by a nominating committee appointed by the President. Officers shall be elected by a majority of ballots casts and election methods shall be determined by the Executive Committee each year.
4. Terms of newly elected officers shall commence during the academic year, starting on July 1 and conclude on June 30 of the following year.
5. The Student Subunit Officers shall serve for a period of one year in each office and shall not be eligible for re-election in the same position.
6. In the event of a vacated position, the Executive Committee shall appoint a qualified replacement to fill the unexpired term.
7. No elected officer or appointed committee member of the Student Subunit shall receive any salary or other compensation. Expenses associated with Student Subunit-related activities may be defrayed by using funds available to the Student Subunit when authorized by the Executive Committee.

Article IV. Duties of Officers

1. The President shall:

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

Article V. Executive Committee

1. The Executive Committee of the Student Subunit shall consist of elected officers.
2. The Executive Committee is authorized to act on behalf of the Student 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 event of a tie, the President's vote shall be 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 Student Subunit shall hold at least one meeting annually at a time and place designated by the Executive Committee. Special meetings may be called by the President with approval of the Executive Committee.
2. A quorum is required for transactions of official business and shall be two-thirds of Student Subunit membership.
3. Business and voting may be conducted via mail or electronic media, if approved by the Executive Committee.

4. Unless otherwise specified in these Bylaws or the Constitution of the Society, meetings are conducted according to the latest edition of Robert's Rules of Order.
5. Decisions at meetings are by simple majority of Active Members voting, except 2/3 majorities are required in special cases such as amending the Bylaws and suspending a Rule. Other less frequently used voting requirements are described in Robert's Rules of Order.

Article VII. Student 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 Student 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 Student Subunit's affairs, and the committee chairs should report their committees' activities, findings, and recommendations at Student Subunit meetings and interim meetings of the Executive Committee.
3. The Student Subunit has established the following Standing Committees:

Program Committee
Research Committee
Conservation Committee

Article VIII. Dues and Fees

1. The Executive Committee may establish annual dues; however, such dues must be approved by the Marine Academy of Technology and Environmental Science (MATES).
2. The Executive Committee may assess registration fees for programs to offset the cost associated with running such programs.

Article IX. Bylaws

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

Attachment 2

Bylaws of the Canadian Aquatic Resources Section of the American Fisheries Society

Article I. Name and Objectives

1. The name of this organization shall be the Canadian Aquatic Resources 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 the conservation, development, and wise management of aquatic resources in Canada, within the context of sound ecological principles and sustainability;
 - b) gather and disseminate information pertaining to fisheries and aquatic science in Canada;
 - c) promote the educational and technical aspects of the fisheries profession in Canada;
 - d) determine, and respond to, the specific needs of fisheries and aquatic scientists and practitioners in Canada;
 - e) provide coordination for review of, and comment upon, government proposed legislation and policy; and.
 - f) facilitate Society policy development and review pertaining to Canadian aquatic resource issues.

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 (currently USD \$5).
2. Only active members of the Society may vote, hold office, or chair a committee.

Article III. Officers

1. The voting officers of the Section shall be the President, Vice-President, Immediate Past-President, Secretary-Treasurer, Communications Officer, Assistant Communications Officer, and Student Member. The Secretary-Treasurer position may be filled as a combined single position or as two separate positions. Chapter Representatives will be ex-officio members of the Executive Committee.
2. All officers shall serve for a term of two years, except the Student Member who will serve one year.
3. No officer shall hold the same office for consecutive complete terms except the Secretary-Treasurer, the Communications Officer, the Assistant Communications Officer, and Student Member 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 except for the Student Member who will be installed during the first Section meeting in September following the annual election.
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 Secretary-Treasurer to ensure that the Section's funds are managed appropriately and that required Canada Revenue Agency (CRA) reporting is completed annually; and,
- f) perform other duties and functions as authorized and necessary.

2) The Vice-President 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 Vice-President; and,
- d) 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 Committee; and,
- c) perform other duties as may be required by the Executive Committee.

4) The Secretary-Treasurer shall:

- a) keep the official records of the Section;
- b) maintain a current list of the Section membership;
- c) assist the President in preparing the annual report to the Society;
- d) collect and be custodian of Section funds;
- e) disperse funds as authorized by the Executive Committee;
- f) submit a record of receipts and disbursements at the annual meeting and to the Executive Director of the Society within 30 days after said meeting;
- g) complete required CRA reporting on an annual basis; and,
- h) perform other duties as may be required by the Executive Committee.

- 5) The Communications Officer shall:
- a) maintain the Section webpage, email list, and social media accounts;
 - b) Distribute semi-monthly newsletters containing relevant information to the Section membership;
 - c) work closely with the President to ensure that all major announcements pertaining to the Section are communicated to the membership and to the Society;
 - d) work with the Immediate Past-President to ensure that the slate of candidates, biographical profiles for each candidate, and ballots are distributed to Section members by June 30 in the election year;
 - e) solicit articles (e.g., webpage posts) from the membership on Canadian fisheries and aquatic resource issues for the Section website and in *Fisheries*; and,
 - f) perform other duties as may be required by the Executive Committee.
- 6) The Assistant Communications Officer shall:
- a) assist the Communications Officer in the management of the Section webpage, email list, and social media accounts; and,
 - b) perform other duties as may be required by the Executive Committee.
- 7) The Chapter-named Representatives shall:
- a) represent each of the Atlantic International Chapter, the Washington-BC International Chapter, the Mid-Canada Chapter and the Ontario Chapter;
 - b) solicit articles on Canadian fisheries and aquatic resource issues for publication in *The Literal Zone* or in *Fisheries*; and,
 - c) perform other duties as may be required by the Executive Committee.
- 8) The Student Member shall:
- a) maintain contact with the Student Sub-Unit of the Education Section;
 - b) coordinate the Canadian portion of the Campus Network;
 - c) be a member of the CARS Web Site Committee;
 - d) be a member of the Peter A. Larkin Memorial Award and Endowment Fund Committee;
 - e) keep the President and the ExCom informed of students' needs, interests, and activities; and,
 - f) perform other duties as may be required by the Executive Committee.

Article V. Executive Committee

1. The Section Executive Committee (ExCom) is composed of the officers of the Section and the Chapter-named representative of each of the following American Fisheries Society units: the Atlantic International Chapter, the Washington-BC International Chapter, the Mid-Canada Chapter, and the Ontario Chapter.

2. The Executive Committee shall have the authority to determine policies and conduct business consistent with the objectives of the Section.
3. 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. Business and voting by the Executive Committee may be conducted by mail or electronic media.
5. 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 five ExCom members.
6. 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.

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 10 members of the Section or 5 percent of the Section membership, whichever is less.
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 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. 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

4. Committees and Chairs of committees, except as listed in Articles III and IV of these Bylaws, shall be appointed and charged by the President.
5. 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.
6. Standing Committees help the President and the Executive Committee conduct the Section's affairs, and the chairs should report their committees' activities, findings, and recommendations at Section meetings and interim meetings of the Executive Committee.
7. 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 Committee

The Nominating Committee nominates a slate of candidates for elected offices. The Committee is chaired by the Immediate Past-President and may enlist any or all members of the ExCom, or any other Section members, as members of this committee. A slate of candidates for elected offices should be in place by June 1 of the election year. An approved slate of candidates (complete with ballot and personal profiles) shall be submitted to the Communications Officer by June 15 of said year. The Committee receives completed mail or electronic ballots from Section members, tallies the votes and announces the successful candidates to the ExCom.

b) Program Committee:

The Program Committee plans, organizes, and conducts the Annual Meeting of the Section. The Committee is chaired by the Vice-President and includes at least two other members in good standing.

c) Membership Committee

The Membership Committee monitors attitudes of members toward the Section by means of surveys, correspondence, and other avenues of communication, and recommends programs to address members' professional needs and problems. The Committee takes appropriate measures to attract new members. This Committee is chaired by the Vice-President and includes the Immediate Past-President plus at least five other members in good standing.

d) Newsletter Committee

The Newsletter Committee monitors the function, content, and contribution of the newsletter. The Committee is chaired by the Communications Officer and includes the Assistant Communications Officer plus one other member in good standing.

e) Environmental Policy Committee

The Environmental Policy Committee brings environmental issues to the Executive Committee's attention, drafts position papers and policy statements for Section approval, and advises and assists the President in matters of environmental policies and issues. The Committee is chaired by a member appointed by the President and includes the Vice-President (non-voting) and at least five other members in good standing.

f) Peter A. Larkin Memorial Award and Endowment Fund Committee (hereafter the Larkin Committee)

The Larkin Committee acquires applications and administers awards presented annually by the Section to deserving students to support travel and participation in the CARS/AFS Annual Meeting and is actively involved in fund-raising to build the Larkin Endowment Fund, which has been established by the Section to support this endeavour. The Chair is appointed by the President and includes at least four other members; the Student Member representative on ExCom, a recipient from a previous year, the President and Immediate Past-President.

g) CARS Web Site Committee

The CARS Web Site Committee guides the development, maintenance, and content of the CARS Internet Home Page. The Committee is chaired by the Assistant Communications Officer, the Webmaster, the Student Member representative on ExCom and at least on other member in good standing.

Article X. 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 for conformity with the Constitution, Rules and Procedures of the Society prior to the Section's vote.
 - 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 Executive Director.

Article XI. 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. The procedures may be suspended or amended by a simple majority vote of the Executive Committee.

Attachment 3

Santa Cruz – Monterey Bay Area Subunit AFS

Mission and Bylaws

Prepared by D. Fryxell and K. McElroy (UC Santa Cruz) based on Davis-Sac Subunit's text

10/12/15

Mission Statement of the Society:

The mission of the American Fisheries Society is to improve the conservation and sustainability of fishery resources and aquatic ecosystems by advancing fisheries and aquatic science and promoting the development of fisheries professionals.

Mission Statement of the Santa Cruz - Monterey Bay Area Subunit:

The mission of the Santa Cruz – Monterey Bay Area subunit of the California-Nevada Chapter of the American Fisheries Society is to advance local understanding of aquatic ecosystems and the fisheries they support, foster professional development and local collaboration, and carry out local outreach to support aquatic ecosystem conservation through education and restoration.

Subunit By-laws:

Section 1. Name and Objectives

1. The name of this organization shall be the Santa Cruz – Monterey Bay Area Subunit of the California-Nevada Chapter of the American Fisheries Society, hereinafter referred to as the Subunit, Chapter, and Society respectively.
2. The objectives of the Subunit shall be those of the Society as set forth in Article I of the Constitution, and especially, to encourage the exchange and awareness of aquatic sciences among Subunit members, fisheries professionals, and other members in the Chapter and Society. The Subunit shall also provide a forum for students and other aquatic science professionals and enthusiasts to interact and participate in activities. Furthermore, the Subunit shall emphasize and foster professional development of students, research opportunities for undergraduates, promotion of student participation in meetings, interaction and networking with fisheries professionals from various private and government agencies and academic researchers, and service to our local aquatic habitats and community.
3. The Subunit shall increase representation of student members in the Chapter and Society, and promote involvement and participation at all levels.
4. All activities of the subunit shall conform to the Society's Constitution, Rules, and Procedures.

Section 2. Membership

1. The membership of the Subunit shall be open to all students, alumni, faculty, and staff in the Monterey Bay Area. In accordance with the Constitution of the Society and the University of California Santa Cruz regulations, only Subunit members may hold office, serve as committee chairs,

or vote on Subunit business. All members holding office must be members in good standing of the Chapter and the Society.

2. Faculty advisor(s) shall be appointed by the Chapter in consultation with the Subunit Executive Committee.

Section 3. Meetings

1. The Subunit shall hold at least one meeting quarterly, during the fall, winter, and spring academic quarters, at a time and place designated by the President and/or Executive Committee. Periodically, additional meetings shall be held for the exchange of information and to engage in fisheries related activities and field trips.

Section 4. Officers

1. The officers of the Subunit shall consist of a President, Vice-President, Treasurer, Secretary, Webmaster, and Past-President.

2. Officers shall be student members of the Subunit and be elected at the Spring Quarter Meeting. Terms for newly elected officers shall begin in September with the onset of the Fall Academic Quarter. Officers may hold office for a period longer than one year if there are no other candidates, but the term of the officers shall be one year unless re-elected. A member may hold the same elective position for no more than two consecutive terms unless there is no successor.

3. In the event of a vacated position, the President and/or Subunit Executive Committee shall appoint a qualified replacement for the unexpired term. In the event the President cannot fulfill his/her duties, the Vice-President shall take over and the Subunit Executive Committee shall appoint a new Vice-President for the remainder of the term.

4. Student members shall nominate candidates including themselves. Officer elections shall be conducted by written or electronic ballot. The candidate receiving the largest number of votes shall be declared elected. In the case that there are no nominees then the incumbent is automatically nominated.

5. Officers shall serve without salary or compensation for their services.

Section 5. Duties of Officers

1. The President of the Subunit shall:

- A. Preside at all Subunit meetings.
- B. Serve as the chair of the Subunit Executive Committee.
- C. Represent the Subunit and attend Chapter Executive Committee Meetings and other Chapter functions (e.g., Annual Meeting and Symposium).
- D. Represent the Subunit at regional and meetings of the Society when necessary and/or able.
- E. Conduct official correspondence for the Subunit.
- F. Make such appointments and perform other duties and functions as are authorized and necessary.
- G. Have general supervision of the Subunit officers. Furthermore, the President shall oversee all aspects of Subunit operations, especially events, activities, and exchange of money.
- H. Appoint chairpersons for all regular and special committees.
- I. Sign all official Subunit correspondence, but may designate another officer or committee member to sign specific items.
- J. Disburse funds in the absence of the Treasurer, as may be necessary and authorized by the Subunit Executive Committee.
- K. Be responsible for presenting awards.
- L. Be accountable for conducting and announcing voting results.

M. Submit the Subunit Snapshot, a quarterly section on Subunit news and events in the Chapter's Newsletter, Pisces. Otherwise, delegate the writing of the Subunit Snapshot to the Vice President.

N. Proceed to the office of Past-President at the end of the term

2. The Vice-President of the Subunit shall:

A. Assume the duties of the President in the absence or upon the inability of the President to serve.

B. Serve on the Subunit Executive Committee.

C. Take on responsibilities the President delegates to him/her and work closely with the President.

D. Receive application for all classes of American Fisheries Society memberships and shall forward to the Membership Committee Chair of the Chapter.

E. Write and submit the Subunit Snapshot if so delegated by the President.

3. The Secretary of the Subunit shall:

A. Keep the official records of Subunit meetings and activities.

B. Submit minutes of the Subunit meetings to the President and Subunit Executive Committee for review within 10 days after each meeting.

C. Submit an approved official version of meeting minutes to the Webmaster to post on the Subunit's website and retain a copy for Subunit record.

D. Prepare correspondence as requested by officers and chairpersons of the Subunit Executive Committee.

E. Perform other duties as may be requested by the President and/or Subunit Executive Committee.

4. The Treasurer of the Subunit shall:

A. Be the custodian to all Subunit funds and keep all official financial records

B. Receive funds, pay bills, keep an itemized account of all receipts and disbursements, and prepare an annual financial report to the Subunit Executive Committee and Subunit members.

C. Disburse funds, as it may be necessary and authorized by the President and/or Subunit Executive Committee.

D. With assistance from the President and the Vice-President, the Treasurer shall serve as the chief fundraising officer for the Subunit.

5. The Webmaster of the Subunit shall:

A. Maintain the functionality and aesthetics of the Subunit website.

B. Post meeting minutes on the Subunit website following review by the President.

C. Maintain the Subunit Facebook group, including posting notifications for all Subunit meetings and events.

D. Keep membership and officer information on the website up-to-date.

6. The Past-President of the Subunit shall:

A. Be the immediate outgoing President

B. Assume the duties of President in the event of the President's and Vice-President/Treasurer's absence.

C. Act as adviser to the Subunit Executive Committee and other committees, and give assistance when needed.

Section 6. Subunit Executive Committee

1. The Subunit Executive Committee of the Subunit shall consist of: the President, Vice-President, Treasurer, Secretary, Past-President, Webmaster, Agency Liaison, Regional University Liaisons, Faculty Advisor(s), and other members as may be appointed by the President.

2. The Subunit Executive Committee is authorized to act on behalf of the Subunit between meetings, to perform Subunit duties and functions, and may authorize the use of funds. The Subunit Executive Committee shall have authority to determine policies, establish committees, and conduct business consistent with the objectives of the Subunit. The Subunit Executive Committee will determine annual membership fees.

3. A majority of voting Subunit Executive Committee members including at least two elected officers (President, Vice-President/Treasurer, Secretary, Past-President) constitutes a quorum. Business and voting by the Subunit Executive Committee may be conducted via mail, telephone, and other electronic media.

4. Meetings of the Subunit Executive Committee may be held at the call of the President when a majority of the committee members can meet and conduct business.

Section 7. Subunit Committees

1. Committees and Chairs of committees, except as listed in Sections 5 and 6 of these Bylaws, shall be appointed and charged by the President. Except for Standing Committees, these Subunit committees shall cease to function upon discharge of the duties for which they were appointed or with the end of the term of the appointing officer. The President is authorized to create any special committees that are necessary to meet Society and Subunit objectives, consistent with Section 1 of the Bylaws.

2. Standing Committees, as referred to in these Bylaws, are long-term in nature and are of continued significance for meeting Subunit objectives. Standing Committees are of sufficient importance to warrant representation on the Subunit Executive Committee. Standing Committee members shall be appointed by respective chairs. Standing committees as defined in this paragraph shall include:

A. Agency Liaison, who shall represent the Subunit and promote interaction and communication with both state and federal government agencies. The Agency Liaison shall perform other related duties as may be requested by the President and/or Subunit Executive Committee.

B. University Liaisons, who shall represent the Subunit and promote student participation and interaction from their respective academic institution in Subunit activities and meetings. University Liaisons shall be appointed by the President as the liaison between the Subunit and Subunit members at an individual school. University Liaisons shall coordinate and oversee all activities at his/her school. Academic institutions represented may be any university or college in the geographic region represented by the Chapter.

C. Faculty Advisor, who shall serve as a non-voting member of the Subunit Executive Committee and provide consultation as needed. The Faculty Advisor shall supervise officer elections and transitions, attend meetings on a regular basis, and assist officers in general operations and procedures. The Faculty Advisor shall assist in promoting and recruiting members to the Subunit and the Society. The term of the faculty adviser shall end when selected adviser(s) are no longer willing or able to contribute time to the Subunit.

Section 8. Voting and Quorum

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

2. Decisions at meetings of the Subunit shall be in accordance with the Constitution of the Society. A quorum at any meeting for the transaction of official business shall be at least five members including at least two elected officers (President, Vice-President/Treasurer, Secretary, Past-President).

3. Business and voting may be conducted via mail and other electronic media if approved by the Subunit Executive Committee.

4. Unless otherwise specified in these Bylaws or the Constitution of the Society, meetings are conducted according to the latest edition of Robert's Rules of Order.

Section 9. Dues and Fees

1. The Subunit Executive Committee shall establish and assess member annual dues. The Subunit Executive Committee may also assess registration fees for special events necessary to cover costs. Collections of fees shall be made by the Treasurer of the Subunit.

Section 10. Amendment of Bylaws

1. The Bylaws of the Subunit may be amended by a two-thirds majority approval of those members voting, provided that notice of the proposed change(s) be given to the membership at least 30 days prior to a meeting. If voting is by mail ballot or other electronic media, members must be given at least 30 days to cast their ballots.

2. Prior to voting the proposed amendments should be approved by the Chapter Executive Committee and the Society Constitutional Consultant.

3. Following approval by the Subunit membership, bylaws amendments must be submitted to the Chapter President and the Society Constitutional Consultant within 45 days of Subunit approval of the amendment.

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

Attachment 4

Bylaws of the Paul Smith's College Student Subunit of the American Fisheries Society

ARTICLE I. Name and Objectives

1. The name of this organization shall be the Paul Smith's College Subunit of the New York Chapter of the American Fisheries Society, hereinafter referred to as the PSC AFS subunit.
2. The objectives of the PSC AFS Subunit shall be those of the American Fisheries Society as set forth in ARTICLE I of the Constitution. In addition, the PSC AFS Subunit has the following objectives:
 - a. Promote the professional development of PSC students through education and research of fisheries and aquatic resources.
 - b. Participate in extra-curricular or co-curricular activities related to fisheries and aquatic sciences at Paul Smith's College.
 - c. Encourage participation and interaction with active professionals at AFS chapter, Division, and Society-level meetings.
3. All activities of the PSC AFS Subunit shall conform to the American Fisheries Society's Constitution, Rules, and Procedures.

ARTICLE II. Membership

1. The membership of the PSC AFS subunit shall be composed of those Paul Smith's College students, faculty, and alumni who are active members involved in fisheries and aquatic sciences.
2. Only Active Members of AFS may hold office or chair a committee.

ARTICLE III. Officers

1. The officers of the PSC AFS subunit shall consist of a President, a Vice President, and a Secretary-Treasurer.
2. All officers must be students in good standing with the College.
3. Officers shall be nominated by a Nominating Committee. Officers shall be elected by a majority of ballots cast and election methods, including electronic methods, shall be determined by the Executive Committee. The Nominating Committee members may be appointed by the members, faculty advisor, or Past-President, as indicated in the bylaws.
4. Terms of newly-elected officers shall end at the beginning of the following academic school year.
5. The PSC AFS subunit officers shall serve for a period of up to one year in each office, and shall be ineligible for re-election for a period of one year after the expiration of their term.
6. In the event of a vacated position, the Executive Committee shall appoint a qualified replacement to fill the unexpired term.
7. No elected officer or appointed committee member of the PSC AFS subunit shall receive any salary or other compensation. Expenses may be defrayed from funds available to the PSC AFS subunit when authorized by the Executive Committee.
8. The Advisor of the Subunit shall be a qualified fisheries and aquatic sciences professor with skills and background in the American Fisheries Society, or fisheries research and management, or aquatic sciences.

ARTICLE IV. Duties of Officers

1. The President shall:
 - a. Preside at all meetings;
 - b. Serve as Chair of the Executive Committee;
 - c. Appoint all committees, except the Nominating Committee;

- d. Coordinate the activities of the PSC AFS subunit standing and technical committees, and serve as liaison between such committees and the Executive Committee;
 - e. Represent the Subunit to the New York Chapter of the American Fisheries Society; and
 - f. Conduct official correspondence for the PSC AFS subunit and present reports of activities at its annual meeting and student government meetings.
2. The Vice President shall:
 - a. Assume the duties of the President, if the President is absent or unable to act;
 - b. Serve on the Executive Committee;
 - c. Assist in documentation of events; and
 - d. Serve as Chair to the fundraising committee.
 3. The Secretary-Treasurer shall:
 - a. Keep the official records of the PSC AFS subunit, and collect and be overseer of any fees or assessments authorized by these bylaws or funds allotted to the PSC AFS subunit by the American Fisheries Society;
 - b. Disburse funds only as authorized by either the membership or Executive Committee;
 - c. Submit, at the annual subunit meeting, the year-end report for the previous fiscal year and a comparison of approved versus actual income and expenditures for the current fiscal year;
 - d. Submit a record of receipts and disbursements at the New York Chapter annual meeting, establish necessary banking arrangements, prepare and file necessary tax returns and other official documents necessary to keep the PSC AFS subunit in good legal and financial standing, and maintain financial records for review by Society officers and staff, as needed or required;
 - e. Submit minutes of the annual Subunit business meeting to the AFS Executive Director; and
 - f. Serve on the Executive Committee.

ARTICLE V. Executive Committee

1. The Executive Committee of the PSC AFS subunit shall consist of elected officers and advisors. Those with voting privileges shall be the President, Vice President, and Secretary -Treasurer.
2. The Executive Committee is authorized to act on behalf of the PSC AFS subunit between meetings.
3. A quorum is required for transaction of official business at an Executive Committee meeting. A quorum for an Executive Committee meeting shall consist of two voting members. An Executive Committee member can appoint a proxy.
4. Each member of the Executive Committee shall have one vote on Executive Committee decisions. In the event of a tie, the motion fails because does not have a majority of the votes.
5. Executive Committee meetings are called by the President and are typically held three times per year.

ARTICLE VI. Meetings and Voting

1. The PSC AFS subunit shall hold at least four meetings annually at a time and place designated by its Executive Committee. Special meetings may be called by the President with approval of the Executive Committee.
2. A quorum is required for transaction of official business and shall be half of the PSC AFS subunit membership.

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 PSC AFS subunit affairs, and the chairs should report their committees' activities, findings, and recommendations at PSC AFS subunit meetings and interim meetings of the Executive Committee.

ARTICLE VIII. Dues and Fees

1. The Executive Committee shall establish annual dues subject to approval of the members voting at the first meeting of every fiscal year.

ARTICLE IX. Bylaws

1. The Bylaws are the defining document for the PSC AFS subunit and take precedence over all other rules and procedures of the Subunit. The Bylaws cannot be suspended and cannot be changed without prior notice to members.
 - a. The Bylaws may be amended by a 2/3 majority of Active Members choosing to vote, provided that the proposed amendment(s) are circulated in writing to the membership at least 3 days prior to voting.
 - b. Following approval by the PSC AFS subunit membership, bylaws amendments must be submitted to the Chapter President and the Society Constitutional Consultant within 5 days of Subunit approval of the amendment.
 - c. Changes to the Subunit Bylaws must be submitted and approved by the Executive Committee of the Chapter before taking effect.
 - d. In accordance with the American Fisheries Society Constitution, an adopted amendment shall be reviewed by the Society's Constitutional Consultant for conformity with the Constitution, Rules, and Procedures of the Society. The Constitutional Consultant presents the adopted amendment to the Society's Management Committee for approval.
 - e. Amendments take effect when the PSC AFS subunit receives written notice of their approval by the AFS Management Committee from the AFS Executive Director.
2. Rules are the next highest level of documentation of PSC AFS subunit operations. They are generally established to facilitate the conduct of business, and to describe duties and responsibilities of officers and committees. They may be suspended or amended as follows.
 - a. The Rules may be suspended during an Executive Committee meeting until the next annual or special Subunit meeting by a 2/3 majority of the Executive Committee.
 - b. The Rules may be suspended for the duration of a meeting by a 2/3 majority of Active Members voting at an annual or special Subunit meeting.
 - c. The Rules may be amended by a simple majority of Active Members voting at an annual or special Subunit meeting.
3. Procedures are the lowest level of documentation of Subunit operations. They are generally established to provide continuity in the conduct of Subunit business. The Procedures may be suspended or amended by a simple majority vote of the Executive Committee.

Attachment 5

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

Article I. Name and Objectives

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

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

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

Article II. Membership

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

Article III. Officers

8. The officers of the Subunit shall consist of a President, Vice President, and Secretary – Treasurer.
9. All officers must be members in good standing of the Society.
10. Officers shall be nominated by a society member in good standing, with each nomination requiring a second by at least one additional member. Officers shall be elected by a majority of ballots cast and election methods shall be determined by the Executive Committee.
11. Terms of newly elected officers shall change at the last meeting of the spring semester prior to summer break.
12. The Subunit Officers shall serve for a period of one year in each office, and may be re-elected no more than once, so that the longest an officer may serve is two consecutive years.
13. In the event of a vacated officer position, the Executive Committee shall appoint a qualified replacement to fill the unexpired term.
14. No elected officer or appointed committee member of the Subunit shall receive any salary of other compensation. Expenses associated with Subunit-related

activities may be defrayed from funds available to the Subunit when authorized by the Executive Committee.

Article IV. Duties of Officers

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

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

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

Article V. Executive Committee

6. The Executive Committee of the Subunit shall consist of elected officers and other members as appointed by the President.

7. The Executive Committee is authorized to act on behalf of the Subunit between meetings.
8. A majority of voting Executive Committee members constitutes a quorum. A quorum is required for transactions of official business at an Executive Committee meeting. Executive Committee members can appoint proxies.
9. Each member of the Executive Committee shall have one vote on Executive Committee decisions. In the event of a tie, the President's may cast the deciding vote.
10. Executive Committee meetings are called by the President and are typically held three times a year.

Article VI. Meetings and Voting

6. The Subunit shall hold at least one meeting annually at a time and place designated by the Executive Committee. Special meetings may be called by the President with approval of the Executive Committee.
7. A quorum is required for transactions of official business and shall be a number of society members determined each semester based on membership.
8. Business and voting may be conducted via mail or electronic media, if approved by the Executive Committee.
9. 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.
10. Decisions at meetings are by simple majority of Active Members voting, except 2/3 majorities are required in special cases such as amending the Bylaws and suspending a Rule. Other less frequently used voting requirements are described in Robert's Rules of Order.

Article VII. Subunit Committees

8. 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.
9. 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.
10. The Subunit has established the following Standing Committee:

Meeting Committee- plan and execute the Subunit meetings, including (but not limited to): securing meeting space, publicizing meeting times and dates, and securing refreshments.

Article VIII. Dues and Fees

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

Article IX. Bylaws

2. The Bylaws are the defining document for the Subunit and take precedence over all other rules and procedures of the Subunit. The Bylaws cannot be suspended and cannot be changed without prior notice to members.
 - D. 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.
 - E. 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. The Constitutional Consultant presents the adopted amendment to the Society Management Committee for approval.
 - F. Amendments take effect when the Subunit receives written notice of their approval by the Management Committee from the Executive Director.