

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

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## **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.
3. In accordance with the AFS Strategic Plan, CARS is committed to increasing gender, ethnic, disciplinary, and cultural diversity of its membership and executive committee. CARS aims to promote equity, diversity, and inclusion within the fisheries profession in Canada. Doing so is vital to maintaining relevance and responding to the challenges facing Canadian fisheries science and management.

## **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**

Revised September 2015

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**

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 should 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 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 one 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.