



## **Iowa Chapter – American Fisheries Society Bylaws**

### **SECTION I**

#### **Name and Objectives**

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

### **SECTION II**

#### **Membership**

1. Society members in good standing (have paid annual membership dues for the current fiscal year for both the Society and the Chapter) and residing in, working in, or having a professional interest in the State of Iowa are eligible for membership in this Chapter.
2. Members of the Student Subunit from Iowa State University are Chapter members.

### **SECTION III**

#### **Officers**

1. The officers of the Chapter shall consist of elected officers of the Chapter, including a President, President-Elect, Past President, and a Secretary-Treasurer.
2. All officers must be members in good standing of the Chapter.
3. Upon completion of an election as described in Section VI, the newly elected Chapter Secretary-Treasurer and President-Elect shall be announced at the annual meeting, usually held in the Spring of each year. Current Executive Committee Officers shall advance to the next higher office (excluding

subunit Presidents) at the first Executive Committee meeting of the new fiscal year (scheduled annually on or about August 1) and the newly elected Chapter Secretary-Treasurer will be installed at this time. At the installation, the current President-Elect and President automatically become President and immediate Past-President, respectively.

4. The term of all officers shall be August 1 until July 31 of the fiscal year following election or until a successor is elected. The Chapter President and Chapter President-Elect shall serve for a term of one year in each office, and shall be ineligible for re-election for a period of one year after the expiration of their term as Past-President. The Secretary-Treasurer may hold office for a period longer than the year.
5. In case of a vacated position, the Executive Committee shall appoint a qualified replacement to fill an unexpired term. A vacated immediate past-presidency shall not be filled until the next scheduled transition of officers.

#### **SECTION IV**

##### **Duties of Officers**

1. The President shall:
  - A. Preside at all meetings;
  - B. Chair all Chapter and Executive Committee meetings;
  - C. Represent the Chapter on the North Central Division Governing Board and attend the North Central Division Meeting at Chapter expense;
  - D. Represent the Chapter at Society meetings;
  - E. Appoint standing committee chairs within 60 days after assuming office;
  - F. Make appointments as authorized by the Bylaws;
  - G. Establish and appoint special committees as required;
  - H. Coordinate the activities of all Chapter committees and serve as liaison between such committees and the Executive Committee;
  - I. Exercise other responsibilities arising from actions of the Executive Committee, Chapter, North Central Division, and the Society.
  - J. Conduct official correspondence for the Chapter and present reports of Chapter activities at the annual meeting;
  - K. Ensure publication of a Chapter Newsletter, with a minimum of two and a maximum of six issues, while in office;
  - L. Ensure that all activities of the Chapter are in accordance with Chapter Bylaws, Rules and Procedures and Society Constitution, Rules and Procedures.
2. The President-Elect shall:
  - A. Assume the duties of President when that officer is temporarily or permanently unable to act;
  - B. Advance to the office of President on August 1;
  - C. Appoint standing committee chairs within 60 days after the Chapter's annual meeting;
  - D. Chair the Program Committee.
3. The Immediate Past-President shall:
  - A. Serve as Chapter Membership Chair;
  - B. Serve on the North Central Division Membership Committee.
  - C. Administer student scholarships and various financial awards for Iowa State University students in cooperation with the Student Affairs Committee Chair according to Chapter procedures.

4. The Secretary-Treasurer shall:
  - A. Maintain the official records of the Chapter;
  - B. Collect and be custodian of fees collected under Section VII of these Bylaws and any other funds that may be allotted to the Chapter;
  - C. Pay all Chapter accounts owed and disburse funds as directed by the Membership or the Executive Committee;
  - D. Submit a record of receipts and disbursements to the audit committee before the annual Chapter meeting;
  - E. Perform such duties as may be requested by the Governing Board of the Society and the President of the North Central Division;
  - F. Submit a report to the Executive Director of the Society within 30 days of the end of the Chapter fiscal year and perform other duties as may be requested by the Director or President.
5. The Iowa State University Subunit Presidents shall:
  - A. Represent the interest of the Subunit to the Chapter Executive Committee and act as liaison between the Executive Committee and the Subunit;
  - B. Work cooperatively with the Chapter's Executive Committee to assist in Chapter function and Subunit participation;
  - C. Not advance in the Executive Committee, but instead be replaced yearly by a new Subunit President.

## **SECTION V**

### **Executive Committee**

1. The Chapter Executive Committee is comprised of the elected officers of the Chapter, including the President, the President-Elect, Immediate Past-President, Secretary-Treasurer, and Iowa State University Subunit President.
2. The committee is authorized to act for the Chapter between meetings and to perform appropriate duties and functions.
3. A quorum is required for transaction of official business at an Executive Committee meeting. A quorum for an Executive Committee meeting shall consist of three of the five members. Executive Committee members can appoint a proxy.
4. Each of the five members of the Executive Committee shall have one vote on Executive Committee decisions. In the event of a tie, the President's vote shall be the deciding vote.
5. Executive Committee meetings are called by the President and are held at least two times per year (typically on or about August 1 and at the spring annual meeting).

## **SECTION VI**

### **Meetings, Quorum, and Voting**

1. At least 30 days prior to the Society's annual meeting, the president shall send to all Chapter members a ballot bearing nominations for President-Elect and Secretary-Treasurer. There must be at least two nominees for President-Elect. Members will be allowed at least 21 days from the date sent to return ballots to the Chair of the Ballot Tally Committee.

2. The nominee receiving the largest number of votes for each office is elected. If a tie occurs, the President, President-Elect and Secretary-Treasurer will make the selection by a majority vote.
3. The Chapter shall hold at least one meeting annually at a time and place designated by the Executive Committee. This meeting is open to the entire membership.
4. When mutually agreeable, the Chapter may meet jointly with other organizations or with other units of the Society.
5. A quorum is required for the transaction of official business at the annual meeting. A quorum shall be at least one-fifth of the Chapter membership for the previous calendar year. In the event that a quorum as described above is not reached, official business may be conducted by unanimous vote of at least 20 members present and in good standing. When a quorum is present, 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.
6. Election procedures for the Chapter shall be determined by the Executive Committee and executed by the Secretary-Treasurer.
7. Unless otherwise specified in these Bylaws or the Society Constitution, meetings are conducted according to the latest edition of Robert's Rules of Order.
8. The program and presentation of papers shall be the responsibility of the Program Committee.

## **SECTION VII**

### **Finances**

1. The Chapter's fiscal year shall start August 1 and end July 31 of the following year.
2. A current accounting of all funds shall be kept by the Chapter Secretary-Treasurer.
3. The Chapter Executive Committee can approve budget requests up to \$500.00 without a vote of the membership.
4. The Iowa State University Subunit of the Chapter shall receive an annual award from the Chapter for student activities and travel to Chapter meetings. This amount shall be determined by the Executive Committee and voted upon by the membership if it exceeds \$500.00 per year.
5. The Chapter will fund travel expenses and meeting registration costs for the President to attend the North Central Division annual meeting and represent the Chapter on the Division Governing Board contingent upon sufficient funds in the treasury. If the President is unable to attend, the President-Elect first, then any other Executive Committee member or any Past-President may serve as a proxy.
6. The Chapter will fund travel expenses and meeting registration costs for the Student Subunit Presidents that are not paid by the University so they may attend the Chapter annual meeting and represent the Subunit on the Chapter Executive Committee contingent upon sufficient funds in the treasury. If the President is unable to attend they may select another Student Subunit officer to serve as a proxy.

7. The Executive Committee may assess fees necessary to cover the costs of the meeting and Chapter activities.
8. It is the discretion of the Executive Committee to waive registration fees for annual meeting participants. Some reasons may include student volunteers, guest speakers, special guests, political pandering, among others.

### **SECTION VIII**

#### **Chapter Committees**

1. The President shall appoint and charge the chairs and members of standing committees within 60 days after being installed into office, and shall be composed of Chapter and Society members in good standing.
2. The term of duty for members of a standing committee shall extend from their appointment to the end of the fiscal year, unless otherwise stipulated.
3. Chapter committees shall work in close coordination with comparable committees of both the North Central Division and Society.
4. Special committees may be created by the Chapter Executive Committee for a specific purpose and are to be dissolved when no longer needed.
5. The Chapter has established the following standing committees:
  - A. AUDITING
 

The Committee conducts an audit of the Treasurer's records and presents a report at the annual meeting. Personnel: Two persons, one of whom shall be Chair.
  - B. MEMBERSHIP
 

The Committee maintains Chapter Membership and takes appropriate measures to attract new members. Personnel: 1. Immediate Past-President (Chair); 2. Indefinite number of others.
  - C. BEST PAPER
 

The Committee nominates a Chapter member who makes an outstanding presentation at the annual Chapter meeting. Personnel: Chair plus at least two others.
  - D. RESOLUTION
 

The Committee drafts resolutions, screens and edits resolutions submitted to it by officers or members, and presents its slate of resolutions for vote at the Chapter's annual meeting. Personnel: Chair plus at least one other.
  - E. NOMINATING AND BALLOT TALLY
 

The Committee names a slate of candidates for the Chapter offices of President-Elect and Secretary-Treasurer. Also, the Committee counts the election ballots and transmits the results to the President within 10 days of the election's closing date. Personnel: Chair plus two people.
  - F. PROGRAM
 

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

The Committee Chair serves as the liaison between students, the student subunit, and the Iowa Chapter. In cooperation with the Past President, administers the disbursement of student scholarships and awards. Personnel: Chair plus Past President.

## **SECTION IX**

### **Bylaws, Rules and Procedures**

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