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**PROCEDURAL MANUAL**

for the

**POTOMAC CHAPTER**

of the

**AMERICAN FISHERIES SOCIETY**

**November 1993**

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## PREFACE

This procedural manual is intended to provide an efficient change of Chapter leadership from one year to the next by outlining responsibilities and suggested deadlines for officers and committees. Historically, this information has been passed down by "word of mouth" from one set of officers to the next, but details and unwritten policy frequently gets "lost in the cracks."

While the manual provides guidance, it should remain flexible to allow creativity and originality within each office or committee. In fact, each officer and committee chair person should review their section of the manual each year and make changes that can improve the performance of their office or committee.

This manual is also intended to give all members a better idea of how the Chapter operates and to summarize the responsibilities of each office and committee. Members are always strongly encouraged to volunteer for committees and get involved with the Chapter. If a member has an idea for a new committee or a new project, members will always be encouraged to bring their ideas before the membership or the Executive Committee.

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**PURPOSES & GOALS  
(MISSION STATEMENT)**

**AMERICAN FISHERIES SOCIETY  
SOUTHERN DIVISION**

**BYLAWS  
OF THE  
POTOMAC CHAPTER**

**Section 1: NAME AND OBJECTIVES**

The name of this organization shall be the Potomac Chapter of the American Fisheries Society, and hereinafter referred to as the Chapter.

The objectives of the Chapter, in addition to those of the American Fisheries Society as set forth in article I of the Constitution, shall be to further strengthen the Society and the Nation's aquatic resources by:

- (1) Improving the Society's visibility to Congress, and to government and private agencies which administer aquatic resource programs;
- (2) Providing a forum for the discussion, debate, and resolution of regional aquatic resource problems and issues;
- (3) Providing a focal point through which Federal, State, and private aquatic resource agencies might promote cooperation, understanding, and professionalism;
- (4) Providing a forum for the dissemination of fishery knowledge to fellow workers, national leaders, and other interested groups;
- (5) Increasing the American Fisheries Society's contribution to the local, state and national decision-making process; and
- (6) Expanding educational and on-the-job training opportunities for American Fisheries Society members.

## Section 2: MEMBERSHIP AND DUES

The membership of the Chapter shall be composed of those American Fisheries Society members in good standing residing in Maryland, Virginia, District of Columbia, and Jefferson, Berkeley, and Morgan counties of West Virginia who are listed on the Chapter membership roll by virtue of having paid established Chapter dues.

Annual dues shall be determined by the Executive Committee, membership is on a calendar-year basis. Delinquent members shall be dropped from the Chapter membership roll and shall relinquish their Chapter voting privileges.

## Section 3: MEETINGS

The Chapter shall hold at least one (1) meeting annually at a time and place designated by the Executive Committee or its officially delegated alternate committee. The program and presentation of papers shall be the responsibility of the Program committee.

## Section 4: OFFICERS

The officers of the Chapter shall consist of a President, President-Elect, Secretary, and Treasurer. In case of a vacated office, the Executive Committee shall appoint a qualified replacement to fill the unexpired term. The term for each office shall be one (1) year. Officers shall be announced at the Chapter annual meeting and installed concurrently with the installation of officers by the American Fisheries Society.

**Section 5: DUTIES OF OFFICERS**

- (1) The President of the Chapter shall preside at all meetings; shall chair the Executive Committee; shall represent the Chapter at appropriate Division and Parent Society functions; and shall make such appointments and perform other duties and functions as are authorized and deemed necessary.
- (2) The President-Elect shall chair the Program committee; and shall assume the duties and functions of the President in the event of the inability of the President to act.
- (3) The Secretary shall keep the official records of the Chapter; shall prepare official correspondence as directed by the President; shall be responsible for maintaining an up-to-date list of Chapter members; shall record and transcribe the proceedings of official Chapter meetings; shall submit minutes of the annual meeting to the Executive Director of the American Fisheries Society and to the Secretary of the Southern Division within 30 days after the annual meeting; and shall perform other duties as appropriate to the office as may be requested by the President.
- (4) The Treasurer shall collect and be custodian of registration fees collected under Section 10 of these By-Laws; shall collect and be custodian of Chapter dues collected under Section 2 of these By-Laws; shall disburse Chapter funds as authorized and necessary; shall present an interim financial report at the annual meeting; and shall prepare a final record of receipts and disbursements within 45 days after the annual meeting to be presented to the Executive Committee.
- (5) The immediate Past President shall chair the Awards Committee.

**Section 6: EXECUTIVE COMMITTEE**

The Executive Committee of the Chapter shall consist of the elected officers and the immediate Past President. The Committee is authorized to act in behalf of the Chapter between Chapter meetings and to perform appropriate duties and functions.

## Section 7: CHAPTER COMMITTEES

Standing Committees of the Chapter shall be: (1) Program Committee, (2) Executive Committee, (3) Nominating Committee, and (4) Awards Committee. Other committees and chairs of such may be appointed by the President as may be necessary for the conduct of Chapter activities.

The terms of office for members of Chapter committees shall terminate at the next annual meeting, or, for ad hoc committees, upon the discharge of the duties for which the committee was established.

## Section 8: CHAPTER AWARDS

The Chapter awards program shall be as follows:

- (1) Past President - A plaque shall be awarded to the Chapter member who has completed a term as Chapter President.
- (2) Honorary Member - A member of the American Fisheries Society living within the geographical area of the Potomac Chapter who has been made a Honorary Member of the Parent Society shall be recognized as a Chapter Honorary Member and future Chapter dues waived.
- (3) Membership - The Chapter member responsible over a one year period for the most new memberships in the Chapter shall be awarded a tangible token selected by the Awards Committee.
- (4) Chapter Service - The Chapter member who has provided an outstanding service or long-term meritorious service to the Chapter may be awarded a certificate of appreciation.
- (5) Distinguished Professional Service - The Chapter member who has demonstrated an outstanding achievement or distinguished service in (a) scientific research related to fisheries, (b) fishery management at the field level, (c) fishery administration, or (d) fishery legislation may be awarded a tangible token selected by the Awards Committee.



**Section 9: VOTING AND QUORUM**

Official decisions rendered at Chapter meetings shall be made in accordance with Article IV, Paragraph 4, of the Constitution of the American Fisheries Society.

A quorum at any meeting for the transaction of official Chapter business shall consist of twenty (2) members in good standing.

The election of officers shall be by mail ballot by those members in good standing. The procedure for the conduct of the mail ballot shall be determined by the Executive Committee.

**Section 10: REGISTRATION**

The Executive Committee may assess each registrant attending annual meetings of the Chapter a registration fee necessary to cover the cost of the meeting and related Chapter activities which Chapter dues alone cannot accommodate. Collections and disbursements shall be made by the Treasurer who will provide the Executive Committee an approved record of Chapter financial transactions made during the Treasurer's term of office, including those during the most recent annual meeting, before concluding the term of office.

**Section 11: AMENDMENTS OF THE BY-LAWS**

The Chapter By-Laws may be amended and approved in accordance with Article VI, Paragraph 3, of the Constitution of the American Fisheries Society, and by Section 9 of these By-Laws.

## OFFICER DUTIES

### President

1. Oversees all aspects of Chapter function.
2. Oversees and makes sure plans for the annual meeting are on target.
3. Presides at the annual Chapter business meeting, and:
  - a. Prints an agenda and adheres to the time frame
  - b. Is familiar with Robert's Rules of Order and Chapter By-Laws
  - c. Introduces special guests
  - d. Ceremoniously installs new Treasurer, Secretary and President
4. Chairs the Chapter Executive Committee (EXCOM), maintains frequent contact with all officers and committee chairs, and seeks advice as needed.
5. Selects all committee chairs by the annual meeting and has committees filled out within one month of the annual meeting. Committees should be representative of the diverse Chapter membership.
6. Maintains frequent contact with committee chairs and ensures that brief reports are filed with the newsletter editor.
7. Oversees fundraising activities and membership recruitment.
8. Maintains communication with other nearby Chapters, the Southern Division and the Parent Society on chapter functions/progress.
9. Attends the mid-year and/or annual Southern Division EXCOM meeting as a voting member. Appoints a qualified voter proxy stand-in for the Chapter if he/she cannot attend.
10. Prepares and presents a semi-annual and an annual report of Chapter activities to be presented at both of the aforementioned meetings.
11. Attends the annual AFS meeting as a non-voting member of the Society EXCOM.

### President-Elect

1. Coordinates all aspects of the annual meeting program as chair of the Program Committee. Works closely with other program chairs in the event of a joint Chapter meeting. Runs the technical sessions of the annual meeting.
2. Assumes duties of the President if that officer is unable to complete the term.
3. Invites members of other Chapters to attend annual meeting, as well as representatives from the Southern Division and Parent Society.
4. Serves as a voting member of the Chapter's Executive Committee.

### Secretary

1. Prepares and distributes minutes of all Chapter meetings to the President. Sends minutes of the annual meeting to the Executive Director of AFS and President of the Southern Division within 30 days of the annual meeting.
2. Prepares correspondence as directed by the President.
3. Maintains up-to-date membership list of Chapter members.
4. Serves as a voting member of the Chapter Executive Committee.
5. Informs the Executive Director, the Division President, and appropriate Society staff of changes in officers, dates and locations of meetings and other necessary information.
6. Acts as By-law consultant and parliamentarian at the annual and other Chapter meetings. Forwards any proposed bylaw changes to the Executive Director for review by the AFS Constitutional Consultant prior to presentation of changes to the Society's Executive Committee for approval. Circulates sign-up list for attendees and retains in Chapter records.
7. Orders a Past-President certificate from the Manager of Subunit Services (AFS staff) to be presented as the first order of new business at the annual Chapter meeting.

8. Maintains letterhead and other supplies necessary for Chapter function.
9. Maintains historical records of all activities, minutes, individuals and other aspects of the Chapter, forwarding these records to the incoming Secretary and to AFS headquarters, as requested.

#### Treasurer

1. Receives, holds, invests, and disburses funds as needed for Chapter function as approved by Society and Chapter Bylaws and Rules.
2. Maintains financial records in standard accounting format for review by Society and Chapter officers and staff as needed or required.
3. Prepares financial reports for chapter EXCOM and annual Chapter meetings.
4. Collects and is custodian of registration fees collected under Section 10 of the Potomac Chapter By-laws.
5. Collects and is custodian of Chapter dues collected under Section 2 of the Potomac Chapter By-laws.
6. Prepares a final record of receipts and disbursements within 45 days after the annual meeting to be presented to the Executive Committee.
7. Serves as a voting member of the Chapter's Executive Committee.

#### Immediate Past President

1. Acts as advisor to chapter EXCOM and gives assistance as requested by the President.
2. Serves as Awards Committee Chair

## **STANDING AND SPECIAL COMMITTEES**

Standing Committees are permanent committees established through the Bylaws of the Society. These committees perform a variety of tasks deemed essential by the membership. The tasks are typically routine in the sense of being carefully prescribed, but are clearly not routine in their importance to the work of the Society. They carry the burden of substantive work conducted for the membership as a whole.

Special Committees address topics that do not fall under the responsibilities of Standing Committees. Special Committees are formed when the President or Executive Committee decides that a formalized AFS action or position is needed on some issue. Special Committees are created by the President, with no additional authorization needed. They exist for one year, but may be re-appointed for subsequent years, on a year-by-year basis, by succeeding Presidents.

### **RESPONSIBILITIES OF STANDING AND SPECIAL CHAIRS**

In addition to the specific responsibilities for each committee, committee chairs share a number of general responsibilities, as follows:

1. Confer with the President after being appointed to determine the exact charge of the committee and any unusual or specific charge for that year.
2. Work with the President to develop a list of potential committee members and solicit volunteer members at the annual general meeting. Potential members should be contacted to determine their ability and willingness to join the committee.
3. Immediately after appointment of the committee, contact all members to describe the nature of the committee's work, the specific tasks to be completed and the associated timetables, and to solicit suggestions from members concerning the most efficient and effective way to perform those tasks.
4. Confer with the outgoing chair of the committee to determine what tasks remain from the preceding year and to receive documents, supplies and other materials necessary for committee function.
5. Prepare an annual workplan and a brief summary of committee activities for the annual meeting.
6. Assign specific tasks to specific committee members, with attending time schedules.

7. Maintain regular contact with committee members. Members rely on the chair to keep them on schedule, which means that one of the chair's main jobs is to keep the members working.
8. In all deliberations, encourage members to express their opinions before expressing the chair's. Participate in the process only as much as any other member would.
9. Prohibit any individual from dominating the committee's viewpoint by actively seeking the opinions of all members (e.g. circulating drafts of one member's long letter, asking each member to speak on each issue).
10. Provide opportunities for committee members to include minority opinions or reports along with the main actions or recommendations of the committee.
11. Encourage members to confer with colleagues, both within and outside AFS, who may be interested in the committee's charge or have experience with similar issues or activities.
12. Submit an annual report to the Vice President.
13. Maintain complete and orderly files of committee correspondence and action for transmission to the incoming chair where appropriate. This should include memos to the file describing any new procedures or modifications used during the year.
14. Write letters to active committee members, thanking them for their participation.

## STANDING COMMITTEE NAMES

The following Potomac Chapter standing committees have been approved by the Executive Committee:

Program  
Executive  
Nominating  
Awards

## COMMITTEES

- Name:** Program Committee
- Composition:** President-Elect (chair), plus two other Chapter members
- Charge:** To develop an agenda and informative program for the annual meeting, and to coordinate a meeting with another Chapter or professional organization when deemed appropriate.
- Duties:**
- 1) Coordinate all aspects of annual program development. This includes developing a theme, a call for papers, advertisement, program printing, and obtaining moderators.
  - 2) Work closely with EXCOM and the other Chapter program chairs, if it is a joint annual meeting.
  - 3) Submit regular reports to the newsletter editor.

### Activity Calendar

Activity/Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1st call for papers												
2nd call for papers												
Program draft												
Newsletter notice												
Annual Meeting												
Develop Mid-year program												
Mid-year Meeting												

## COMMITTEE

- Name: Executive Committee
- Composition: President, President-Elect, Secretary, Treasurer, Immediate Past President
- Charge: To oversee all Chapter functions, including making all necessary decisions in the name of the Chapter outside of general membership meetings.
- Duties:
- 1) Meeting quarterly, or more often in emergency situations.
  - 2) Review requests for donations, resolutions, environmental issues, fund raising activities, and all other business matters that affect the Chapter.
  - 3) Canvass membership concerns and solicit membership input on issues that affect the Chapter.
  - 4) Determine time and place of the following year's annual meeting.
  - 5) Review General Assembly legislation and advise the membership on issues of substance to the Chapter.
  - 6) Formulate semi-annual Chapter Reports for AFS and Southern Division.
  - 7) Appoint committee chairs and oversee committee progress for meetings, newsletters and reports.
  - 8) Understand and use Robert's Rules of Order at meetings.
  - 9) Review and update Chapter Procedural Manual as necessary.
  - 10) Periodically examine Chapter By-Laws for possible changes.
  - 11) Assist newsletter editor with reports, articles, etc.



## COMMITTEE

- Name: Nominating
- Composition: Chair plus two other chapter members, all of which must be active AFS members.
- Charge: To name a slate of candidates for President-Elect, Secretary and Treasurer no less than 60 days before the annual meeting.

### Duties:

- 1) Propose nominees and determine candidates to be elected by the general membership. All candidates must be active AFS members and give oral consent to run for office. A list of eligible members will be supplied to the Committee by the President.
- 2) Ensure each office slate contains no more than two candidates.
- 3) Use the following guidelines in the selection process:
  - a. Each Committee member will nominate no more than two individuals for each office. Committee members are ineligible to run.
  - b. The list of nominees should be representative of the Chapter's diverse membership.
  - c. The runner-up from the previous year's election will automatically become nominee for the same office, if he or she consents.
  - d. The Committee will determine candidates for each office by assigning points to nominees and deciding on the top one or two candidates by total points. For example, if 5 individuals are nominated for treasurer, each Committee member will assign 5 points to their top choice, 4 for the second, and so on. A second vote will occur in the event of a tie.
  - e. The candidates will be immediately notified by the Chair, asked for consent, and asked to submit a brief biography to the newsletter editor.

- f. The Committee will meet each \*\*\*\*, submit a final slate of candidates to EXCOM by \*\*\*\*, solicit biographies from candidates by \*\*\*\* for the newsletter.
- g. Ballots will be included in a newsletter or separate mailing and will have a 30-day turn-around. Ballots will be tallied and reported to EXCOM. The election results will be posted in the next newsletter.

## COMMITTEE

Name: Awards

Composition: Immediate Past President (Chair), plus one or two other Chapter members.

Charge: To administer the Chapter awards program.

### Duties:

- 1) Ensure that the AFS subunit manager (AFS staff) in Bethesda is contacted 60 days before annual meeting to order Service Awards for outgoing officers. The Immediate Past President, Secretary and Treasurer will be given a certificate and plaque prepared by a calligrapher or computer generated.
- 2) Recognize members living in the geographical area of the Potomac Chapter who have been made a Honorary Member of the Parent Society to have their Chapter dues waived.
- 3) Recognize a Chapter member who over a one year period has been responsible for recruiting the most new members in the Chapter with a tangible token selected by this committee.
- 4) Ensure that a certificate of appreciation is ordered and awarded to a Chapter member who has provided outstanding or long-term meritorious service to the Chapter.
- 5) Develop criteria for Distinguished Professional Service of the Year Award. Award will be given to a Chapter member who has demonstrated an outstanding achievement or distinguished service in (a) scientific research related to fisheries, (b) fishery management at the field level, (c) fishery administration, or (d) fishery legislation. Award will be determined by the Committee.