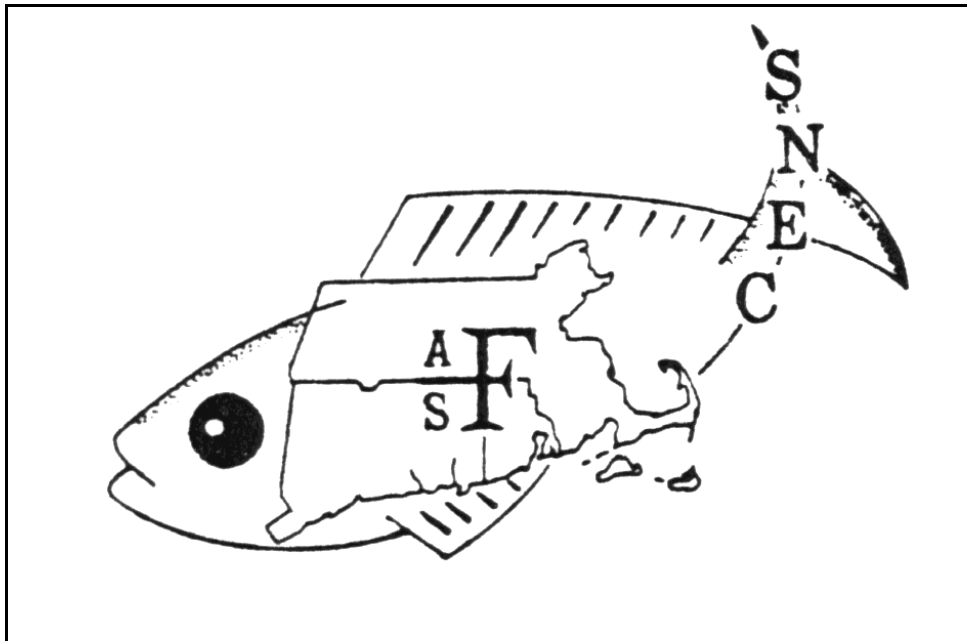


SOUTHERN NEW ENGLAND CHAPTER

AMERICAN FISHERIES SOCIETY



PROCEDURAL MANUAL

Revised

February 2019

## PREFACE

This Procedural Manual is intended to serve as a handy reference for Southern New England Chapter (Chapter) officers and Board of Director (BOD) members, particularly for those new in their positions. This document outlines the Chapter policies, organizational structure, leadership responsibilities, and operational details for ongoing Chapter activities. Historically, this information has been passed down by "word of mouth" from one set of officers to the next, but details and unwritten policies frequently get "lost in the cracks." The annual update of this manual will help to maintain the institutional memory of the Chapter.

While the manual provides guidance, it should be viewed as an annually-updated "living document" that allows for creativity and originality within each office or committee. Each BOD member should review their section of the manual each year and recommend necessary changes to improve the performance of their office or committee. The Procedural Manual is intended to be a dynamic document that changes as Chapter activities and responsibilities evolve.

The Procedural Manual is available to any Chapter member upon request. The manual will also be available through the Chapter's website ([www.snech.fisheries.org](http://www.snech.fisheries.org)). This information will be particularly helpful as a recruitment tool for persons interested in participating as members of various committees or serving on the BOD.

## TABLE OF CONTENTS

SECTION 1. CHAPTER MISSION STATEMENT AND BYLAWS .....	1
SECTION 2. CHAPTER LEADERSHIP AND ORGANIZATION.....	1
2.1 OFFICERS AND DUTIES .....	2
2.1.1 President.....	2
2.1.2 President-Elect .....	3
2.1.3 Secretary.....	3
2.1.4 Past-President.....	5
2.1.5 Treasurer.....	5
2.2 COMMITTEES AND RESPONSIBILITIES .....	5
2.2.1 Education Committee.....	5
2.2.2 Professionalism Chair .....	6
2.2.3 Program Development Committee.....	6
2.3 OTHER BOARD OF DIRECTORS MEMBERS.....	7
2.3.1 Publicity Officer and Web Committee.....	7
2.3.2 Listserv Master.....	7
2.3.3 Members-at-Large.....	7
SECTION 3. CHAPTER ACTIVITIES.....	8
3.1 LONG RANGE PLAN .....	8
3.2 CODE OF CONDUCT .....	8
3.3 MEETINGS .....	8
3.3.1 Semiannual Meetings.....	8
3.3.2 Annual Business Meeting .....	11
3.3.3 Board of Directors Meetings.....	11
3.4 STUDENT INITIATIVES .....	11
3.5 AWARDS .....	12
3.5.1 Professional/Executive Awards.....	12
3.5.1.1 Common Administration Process.....	12
3.5.1.2 Specific Administration and Criteria.....	13
3.5.2 Saul Saila Best Student Paper Award.....	14
3.5.3 Best Student Poster Award.....	14
3.5.4 Student Stipends/Scholarships .....	14
3.6 CONTINUING EDUCATION .....	15
3.7 ASSISTANCE TO GOVERNMENTAL AGENCIES .....	15
3.8 NORTHEASTERN DIVISION RESPONSIBILITIES .....	16
SECTION 4. CHAPTER OPERATIONAL POLICIES .....	16
4.1 FINANCES .....	16
4.1.1 Annual Budget .....	16
4.1.2 Bank Accounts .....	16
4.2 DECISION MAKING.....	17
4.3 LEADERSHIP TRANSITIONS .....	18
4.3.1 Nominations .....	18

4.3.2 Elections.....	18
4.3.3 Board of Directors Appointments .....	18
4.4 WRITTEN COMMUNICATIONS.....	18
4.4.1 SNEC Email Distribution List (LISTSERV) .....	18
4.4.2 Recordkeeping.....	19
4.4.3 Committee Work Plans .....	19
4.5 ADVOCACY .....	19
4.5.1 AFS Lobbying Guidelines.....	19
4.5.2 Chapter Position on Advocacy.....	19
4.6 CHAPTER TOOLS.....	20
SECTION 5. ATTACHMENTS .....	21
1. Southern New England Chapter American Fisheries Society Bylaws .....	21
2. Strategy for the Implementation of the AFS Long Range Plan in Southern New England.....	24
3. Example of a SNEC-AFS Business Meeting Agenda.....	28
4. Scoring Criteria for Student Presentations .....	30
5. Best Student Paper Scoring Sheet .....	31
6. Best Student Poster Scoring Sheet .....	33

## **SECTION 1. CHAPTER MISSION STATEMENT AND BYLAWS**

The mission of the American Fisheries Society, Southern New England Chapter (SNEC) is to provide an organization for scientists and other professionals dedicated to the conservation and enhancement of fishery resources. Our goals are to:

- 1) advance the conservation, development and wise use of fishery resources for optimum use and enjoyment by all;
- 2) gather and disseminate information on fisheries science and management;
- 3) promote and evaluate the educational, scientific, and technical aspects of the fisheries profession; and
- 4) provide an organizational structure that equitably represents members, develops opportunities for effective leadership, and generates resources necessary to carry out programs.

The most recent amendments to the Chapter bylaws were approved at the June 2018 annual business meeting. These amendments reflected organizational changes. A copy of the amended bylaws is included as Attachment 1.

## **SECTION 2. CHAPTER LEADERSHIP AND ORGANIZATION**

The Chapter leadership is organized into two overlapping bodies: the Executive Committee (EXCOM) and the Board of Directors (BOD). The EXCOM consists of the President, President-Elect, Secretary, Treasurer, and Past-President. A Secretary is elected annually and ascends to the positions of President-Elect, President, and Past-President in each succeeding year. The Treasurer is elected every three years. The term of office begins at the annual business meeting, usually in June of each year.

The EXCOM oversees daily operations of the Chapter. Much of the EXCOM work is accomplished by telephone/email with meetings typically reserved for the BOD.

The five EXCOM members also serve on the BOD along with the Education Committee Chair, Professionalism Committee Chair, Program Development Committee Chair, Publicity Officer, and Members-at-Large. BOD members, other than the EXCOM members, are appointed by the President, approved by the EXCOM, and serve at will, and will remain on the BOD until a replacement has been appointed. The BOD oversees Chapter directional changes and advises the EXCOM. The BOD serves as a steering committee to maintain present activities that serve the Chapter, to implement changes that increase the breadth of participation, and to provide an institutional framework for new activities that serve to promote professional effectiveness. There are typically two BOD meetings each year. The first meeting typically occurs in the fall (usually October) and precedes the Winter Chapter meeting by approximately 2-3 months. The

second meeting typically occurs in the early spring (usually April) and precedes the Summer Chapter meeting by approximately 2 months.

## 2.1 OFFICERS AND DUTIES

The principal duties and responsibilities of Chapter officers are spelled out in the Chapter Bylaws (Attachment 1). Other duties have evolved operationally.

### 2.1.1 President

- a. Is knowledgeable about Chapter Bylaws and oversees all aspects of Chapter operations.
- b. Presides at annual Chapter business meeting.
  1. Is familiar with Robert's Rules of Order for conducting a meeting.
  2. Adheres to a time schedule.
  3. Introduces all visiting officers from AFS or the Northeastern Division and gives them an opportunity to address the membership.
- c. Chairs the Chapter's Executive Committee and Board of Directors, holds meetings, and seeks advice as needed.
- d. Fully informs the President-Elect of Chapter activities so that, if the need arises, that officer can perform the duties of the President competently.
- e. Subject to EXCOM approval, appoints chairs and members of all committees and other BOD members such as Members-at-Large. Creates other committees as needed.
- f. Communicates regularly with committee chairs and other BOD members, ensuring that they are actively pursuing their responsibilities.
- g. Ensures that the annual update of the Procedural Manual is completed by the Past-President.
- h. Is aware of the Society's safeguards concerning lobbying activities by the Chapter to protect the Society's tax-exempt status.
- i. Serves as a voting member of the Northeastern Division's Executive Committee and attends all meetings of that Committee, if possible. If unable to attend, seeks Chapter representation by asking another EXCOM member to take his/her place.
- j. Extend invitations to Northeastern Division and Society Presidents, and the Executive Director, to attend Chapter meetings.
- k. Prepares reports of the Chapter's activities for presentation at the annual Division meeting.

- l. Serves as a nonvoting member of the Society Governing Board and attends both the annual and mid-term meetings, if possible.
- m. Acknowledges the work of a BOD member by letter at the end of the year if required by the member's employer.

#### 2.1.2 President-Elect

- a. Assumes the duties of President if the current President is unable to complete his/her term.
- b. Works closely with the President so that Chapter activities will continue smoothly in the next year.
- c. Serves as a voting member of the Chapter's EXCOM and BOD.
- d. Serves as an ex-officio member of the Program Development Committee to plan Chapter meetings.
- e. Has overall responsibility for the program at Chapter meetings.
- f. Assists the Program Chair as necessary in preparing the final agenda and abstracts of papers for distribution at Chapter meetings.
- h. Moderates technical sessions of Chapter meetings or delegates this responsibility, particularly to Chapter members organizing special sessions.
- i. Oversees the ordering of a Past-President's Certificate of Appreciation from the Society headquarters at least 8 weeks prior to the annual Chapter business meeting.

#### 2.1.3 Secretary

- a. Prepares and distributes draft minutes of all Chapter, EXCOM, and BOD meetings to the Chapter BOD within 30 days of the meeting. Provides copies of previous year Chapter annual business meeting minutes to the membership for acceptance at the current year's meeting.
- b. Prepares correspondence as requested by officers of the Chapter.
- c. Serves as a voting member of the Chapter's EXCOM and BOD.

- d. Maintains letterhead and other supplies necessary for Chapter functions.
- e. Informs the AFS Subunit Services Manager and the Northeastern Division President of changes in officers, dates and locations of meetings, and other necessary information.
- f. Responsible for pre-registration and registration at Chapter meetings.
- g. Compiles an electronic file (e.g. Microsoft Excel) of meeting registration information (registrant names, affiliations, membership status, email addresses) for addition to Chapter archives. Provides Publicity Officer and newsletter coordinator with meeting attendance statistics (number of attendees, breakdown by affiliation, and membership status).
- h. Coordinates with the Program Chair in overseeing that all necessary rooms, audio-visual equipment, lunches, refreshments, and other items for Chapter meetings are acquired and financial obligations for the meeting are met.
- i. Maintains historical records of the activities, minutes, newsletters, correspondence, Chapter charter, and other Chapter business, and forwards these records to the incoming Secretary-Treasurer.
- j. Maintains a list of affiliate members and ensures that their email addresses are added to the SNEC email distribution list via coordination with the listserv coordinator.
- k. Provides important electronic records (meeting registration info, newsletters, committee reports, meeting minutes, etc.) to the incoming Secretary at the end of the term.

#### 2.1.4 Treasurer

- a. Receives, holds, and disburses funds as needed for Chapter functions as approved by AFS society rules and the Chapter's EXCOM and BOD.
- b. Maintains financial records and is responsible for the Chapter bank account(s).
- c. Prepares financial reports for EXCOM, BOD, and annual business meetings.
- d. Submits 990-N Form on Chapter's 501(c)(3) non-profit status to the IRS as required (see Section 4.1.2, below).
- e. Responsible for bank account and other special accounts, such as Vanguard or PayPal.
- f. Accepts applications for SNEC student membership award on behalf of the Professionalism Chair; consults with Professionalism Chair on potential award recipients and submits membership applications of award recipients to AFS along with appropriate payment.



### 2.1.5 Past-President

- a. Acts as advisor to EXCOM, BOD, and committees, and provides assistance as needed.
- b. Serves as a voting member of the Chapter's EXCOM and BOD.
- c. Provides recommendations for candidates to be considered for nomination for Chapter officers and BOD members.
- d. Assists with Chapter continuing education efforts.
- e. Responsible for updating the Chapter Procedural Manual each year.

## 2.2 COMMITTEES AND RESPONSIBILITIES

The basis for Chapter committees is the Chapter's Strategy for the Implementation of the AFS Long Range Plan (Attachment 2). This document spells out principal committee responsibilities. Other duties have evolved operationally. Ideally, Chapter committees should have a minimum of two to four members with a Chair appointed by the President.

### 2.2.1 Education Committee

The primary goal of the Education Committee has been to expand the opportunities for Chapter members to become involved with environmental education. Continuing education of Chapter members is emerging as a new direction for the Committee. Committee responsibilities and action strategies to achieve its primary goal include:

- a. Develops and maintains contacts throughout the educational community.
- b. Provides and coordinates judging for the best student presentation and poster at Chapter meetings.
- c. Works to generalize usage and evaluation of environmental education materials and curricula.
- d. Fosters improved environmental awareness through organized educational efforts at the elementary and secondary school levels.

### 2.2.2 Professionalism Chair

The primary goals of the Professionalism Chair are to promote and evaluate the educational, scientific, and technical aspects of the fisheries profession and to acknowledge personal and institutional achievements in the profession. Chair responsibilities and action strategies to achieve these goals include:

- a. Overall administration of Chapter awards detailed in sections 3.5.1 - 3.5.3, notification of Chapter members of available awards, solicits member input on nominees. Recommends award recipients to EXCOM.
- b. Arranges for certificates for award winners and certificate of appreciation for outgoing Chapter President.
- c. Distributes information on AFS Fisheries Scientist certification through various channels such as the newsletter and at Chapter meetings.
- d. Provides assistance to Chapter members seeking AFS certification.
- e. Expands the Chapter awards program through development of new annual, semiannual, or special awards as deemed appropriate by BOD.
- f. Administers Student Membership Scholarship Awards for students each year. The number of Student Membership Scholarship Awards to be awarded annually is decided by the BOD.
- g. Coordinates workshops and continuing education opportunities through collaborations with Chapter members and other regional professional societies.
- h. Prepares informational pieces on Chapter meetings and programs for dissemination via the Chapter's website and newsletter, social media outlets, and/or AFS publications such as *Fisheries* or the Northeast Division newsletter, *Fish Rapper*. Takes photographs at Chapter meetings and other activities to be included in informational pieces.

### 2.2.3 Program Development Committee

The primary goal of the Program Development Committee is to provide a forum for open discussion of issues of regional and national significance through development of semiannual Chapter meeting programs. Committee responsibilities and action strategies to achieve this goal are:

- a. Plans all aspects of technical sessions at Chapter meetings and accommodates joint sessions with other resource and environmental organizations as desired.
- b. Selects topics for mini-sessions and invites speakers for keynote talks and panel discussions. Up to \$700 (subject to availability) is authorized for travel expenses for invited speakers at each meeting.
- c. Issues written call for abstracts of papers to all Chapter members typically 3 months before the date of the meeting. The deadline for submission of abstracts is typically 2 months prior to the meeting date.

- d. Solicits additional papers from Chapter members at key locations (State and Federal agencies, universities, etc.).
- e. Assists President-Elect with preparation of meeting agenda and abstracts of papers for distribution at Chapter meetings.
- f. Prepares letters of appreciation to invited speakers at Chapter meetings.

## 2.3 OTHER BOARD OF DIRECTORS MEMBERS

### 2.3.1 Web Committee

- a. Responsible for development and maintenance of the Chapter's web site.
- b. Maintains a record of the Chapter's history, including lists of Chapter Presidents, award recipients, meeting dates and locations, and special topics related to a meeting or Chapter activity.
- c. Manage on-line registration for Chapter meetings and other Chapter events.

### 2.3.2 Listserv Master

- a. Ensures the email list for the Chapter listserv is up-to-date with full and affiliate members in good standing by coordinating with Secretary.
- b. Reviews all submissions for the listserv to verify relevance to the membership and appropriateness, and distributes as warranted.
- c. Manages and moderates SNEC email distribution list and requests membership updates to email distribution list annually from AFS LISTSERVE coordinator.

### 2.3.3 Financial Officer

- a. Conducts annual audits of all Chapter financial activities, ensuring all transactions are accurate and warranted.
- b. Serve as the signatory on the Chapter Vanguard account, and ensure that funds within the account are diversified among funds proportionately (see Section 4.1.2 below).

### 2.3.4 Members-at-Large

- a. Nominations for Member-at-Large positions are reviewed and voted on by the BOD. Appointments are at-will, and members must give the President sufficient notice when stepping down to nominate a new Member.
- b. Serve on ad-hoc committees and carry out special assignments (e.g., continuing education workshops, financial/investment focus groups).

- c. Serve as a resource to other BOD members and provide assistance to Chapter officers and committee chairs as appropriate.
- d. Attend BOD Meetings on a regular basis.

## SECTION 3. CHAPTER ACTIVITIES

### 3.1 LONG RANGE PLAN

In 1989, the AFS adopted a "Long Range Plan" which represents the long-term strategic planning direction for the Society and its subunits (*Fisheries* Vol. 14:1, pp 16-22). The Chapter subsequently drafted its plan for implementing selected provisions of the AFS Long Range Plan in southern New England. The plan provided for a committee-based structure for implementing four principal goals: 1) fishery conservation, 2) dissemination of information pertaining to fishery science and management, 3) promotion of relevant aspects of the fisheries profession, and 4) provision of the organization necessary to carry out Chapter programs. The plan was most recently updated in 2011 to reflect the Chapter's current goals and agenda (Attachment 2).

### 3.2 CODE OF CONDUCT

The Chapter provides a regional forum for fisheries researchers, educators, students, and managers to learn about and discuss the state of science. To uphold the highest level of standards, any form of discrimination based on federally protected classes (gender, gender identity/expression, sexual orientation, age, disability, genetic information, marital status, medical condition, nationality, country of origin, race or ethnicity, religion/religious beliefs, or military/veteran status) or harassment will not be tolerated. Harassment includes derogatory or unwelcome behavior, speech, or writing. Any perceived incidents should be reported to a member of the EXCOM or Board of Directors. Reports will be brought to the SNEC AFS Board of Directors or directly to the AFS Ethics Committee depending on the severity. Further guidance on general professional standards and conduct is available via AFS (<https://fisheries.org/about/governance/standards-of-professional-conduct/>).

### 3.3 MEETINGS

#### 3.3.1 Semiannual Meetings

The Chapter typically holds two, 1-day technical meetings each year. The winter meeting is usually in January and the summer meeting is typically in June. Typically, the summer meeting agenda includes a presentation by a keynote speaker and the winter meeting agenda includes a poster session. Every attempt is made to rotate the meeting site among the three states in the Chapter's geographic area. The Chapter may hold multi-day meetings every few years, in conjunction with the Northeastern Division AFS or independently.

Registration fees for 1-day meetings are typically \$40 for non-AFS members, \$30 for SNEC

members, and \$10 for students that pre-register for the meeting prior to the pre-registration deadline. Registration fees subsequent to the pre-registration period are \$50 for non-AFS members, \$40 for AFS members and \$20 for students. The Program Development Committee is authorized up to \$700 for travel expenses of invited speakers at each meeting. Meeting registration fees are typically waived for invited speakers. Registration rates for multiday meetings will be higher.

The following table provides clarification for responsibilities prior to Chapter meetings, as well as guidelines on lead times.

ACTIVITY	RESPONSIBILITY	LEAD TIME
Recommend special session topics and meeting location	Prog. Dev. Comm.	10 months
Approve meeting special sessions, location and date	Board of Directors	10 months
Reserve meeting facility	Prog. Dev. Comm.	6 months
Announce meeting in <i>Fisheries</i> and other publications	Publicity Officer	6 months
Distribute meeting announcement via SNEC email distribution list	President-Elect	4 months
Post meeting announcement on website	Web Comm.	4 months
Contact invited speakers	Prog. Dev. Comm.	4 months
Issue call for papers	Prog. Dev. Comm.	2 months
Confirm invited speaker's attendance	Prog. Dev. Comm.	2 months
Deadline for receipt of abstracts	Prog. Dev. Comm.	1 month
Prepare final agenda and abstracts	Prog. Dev. Comm.	2 weeks
Preregistration deadline	Secretary-Treasurer	1 week
Prepare receipts and name badges	Secretary-Treasurer	1 week
Provide facility with final headcount	Prog. Dev. Comm.	2-3 days

A number of meeting facility logistics must be addressed to allow for a smooth Chapter meeting. First, for new sites, the meeting room should be visited in person prior to its reservation to ensure its compatibility with Chapter needs (size of room, lighting, audiovisual capability, poster space, etc.). Beverages should be available during the pre-registration period for arriving meeting participants. When providing facility operators with final head counts, the person in charge should consider adding approximately 10% to the number of pre-registrants. Even though the Chapter policy is not to provide lunch to individuals who have not pre-registered, it is helpful to have a cushion available to accommodate persons who call late to register or the first few walk-ins. A vegetarian meal option should be ordered if possible.

Items that should be brought to each meeting include:

- 1) Receipts for pre-registrants (if requested - email)
- 2) Name badges for pre-registrants
- 3) Blank name badges for walk-ins
- 4) List of pre-registrants
- 5) Parking permits (if needed)
- 6) Meeting program and abstracts
- 7) Evaluation forms
- 8) Extra ballots (summer meeting)
- 9) Business meeting agendas (summer meeting)
- 10) Chapter checkbook
- 11) Gavel
- 12) Laser pointer
- 13) Cash box and change
- 14) Thumb or external drive
- 15) Audiovisual equipment (if required)
- 16) Easels, foam boards, and tacks for posters (when required)
- 17) Pens and sharpies
- 18) Chapter t-shirts for sale (if available)
- 19) NED membership display

There are a variety of tasks routinely performed by different BOD members during a Chapter meeting. The Secretary is responsible for registration. The Program Development Committee is responsible for meeting facilities, audiovisual equipment, lunches, and refreshments at breaks. The facility conferences services group or another outside vendor may handle any of these functions, but the Program Development Committee Chair has the overall responsibility. The President is responsible for the meeting welcome, general announcements, introductions of invited guests (officers of AFS, Northeastern Division, etc.), concluding remarks, and acknowledgements. The President-Elect serves as moderator for the technical sessions and should ensure that all speakers are aware of the time allotted for their presentations and familiar with the operation of the AV equipment. Professionalism Chair and individuals recruited by the Education Committee serve as judges for the Best Student Paper and Poster Awards, as appropriate. The Publicity Officer is responsible for taking photographs during the meeting as appropriate.

After the meeting, the Treasurer should deposit proceeds, transfer funds from PayPal, and pay meeting bills. The Secretary should also compile an electronic record (e.g. in Microsoft Excel) of all meeting registration info for pre-registrants and walk-ins (registrant names, affiliations, membership status) for inclusion in the Chapter archives. The Secretary should provide meeting attendance statistics (number of attendees, breakdown by affiliation, and membership status) to the Professionalism Chair. The Professionalism Chair should make arrangements with AFS and Treasurer for the Best Student Paper and Poster certificates and checks to be mailed to the winning student or presented at the following Chapter Meeting. The President should email or mail thank you letters to invited speakers. The Professionalism Chair should prepare articles of meeting highlights, along with photographs, for submission to the Chapter and NED newsletters and *Fisheries* magazine.

### 3.3.2 Annual Business Meeting

The Chapter's annual business meeting is held during the summer Chapter meeting. The President is responsible for setting the agenda (an example is given as Attachment 3) and running the meeting following Roberts Rules of Order. Twenty Chapter members constitute a quorum for the transaction of official business. The Secretary prepares meeting minutes and distributes for approval as described above. Bylaw changes should be reviewed by the AFS Constitutional Consultant prior to voting, and submitted to the AFS Management Committee via the Constitutional Consultant for approval if approved by Chapter membership.

The annual business meeting marks the changing of Chapter officers. After running most of the meeting and delivering concluding remarks, the outgoing President announces the election results, naming the new Treasurer (elected every third year), Secretary, President-Elect, and President. The first order of business for the new President is to present a Past President's Certificate of Appreciation to the outgoing President. The newly installed President then briefly outlines plans for the coming year and closes the business meeting.

### 3.3.3 Board of Directors Meetings

There has been a minimum of two meetings of the Chapter's Board of Directors each year since its inception in 1991. The first meeting typically occurs in the fall (October) and serves to clarify responsibilities of each BOD member and to finalize plans of work for the coming year. Another meeting occurs in spring (March or April). Other BOD meetings or conference calls may be scheduled as the need arises.

The President is responsible for setting the agenda and running the meeting following Roberts Rules of Order. The Secretary prepares draft minutes for distribution to all BOD members within 30 days of the meeting. Final minutes are provided at the next BOD meeting for acceptance on the record.

## 3.4 STUDENT INITIATIVES

The Chapter has always recognized the need to fully involve students in its membership and programs. To increase student attendance at Chapter meetings, the student registration fee has been kept low, \$20 (\$10 if student pre-registers) compared to the regular registration fee. Also, to encourage student presentations at Chapter meetings, the Saul Saila Best Student Paper Award has been in place since 1989 (see Section 3.5.2 for details on this award). Additionally, during the winter Chapter meeting, students who submit posters are eligible to receive the Grace Klein-MacPhee Best Student Poster Award and may gain experience speaking and presenting at Chapter Meetings through the poster presentations.

In recent years the Chapter has expanded its efforts to increase student involvement in Chapter activities. The UCONN subunit was formed in 2005, and the UMASS Amherst subunit was formed in 2016; Presidents of the Student Chapters are invited to attend BOD meetings and participate on the BOD.

### 3.5 AWARDS

One of the goals of the Chapter is to promote and evaluate the educational, scientific, and technical aspects of the fisheries profession. The presentation of awards in recognition of contributions to the Chapter and the profession is one mechanism to accomplish that goal.

Chapter awards fall into three broad categories - Professional/Executive Awards recognize excellence in the Profession and/or service to the Chapter and AFS, Presentation Awards recognize the best student papers and posters at Chapter meetings, and Scholarships/Stipends encourage AFS involvement and professional development of students. Professional/Executive Awards are administered by the Professionalism Chair and are outlined in 3.5.1. The Professionalism Chair also administers the Saul B. Saila Best Student Paper Award, the Grace Klein-MacPhee Best Student Poster Award, and Student Stipends/Scholarships. These are outlined in Sections 3.5.2-4, respectively.

Additionally, the Chapter may offer a Student Travel Award to defray travel costs for students attending the national AFS meeting if sufficient funds are available. Typically, the BOD will collectively decide to make the award available on an annual basis. Preferably, students presenting a paper are eligible; however, students presenting a poster or simply attending the national meeting may also apply. The Education Committee is responsible for administering this award, including announcement of award and posting of application, soliciting judges (at least three), receiving applications, tallying scores, and announcement of winner. Typically we have awarded \$500 to the winner; however, another smaller amount (~\$200) may be also be awarded to the runner up (second place) if sufficient funds are available. The awards are typically presented at the summer meeting, prior to the Annual National Meeting. Applications for all student awards or stipends are available through the Chapter website.

#### 3.5.1 Professional/Executive Awards

The Chapter currently has five Professional/Executive Awards that are administered by the Professionalism Chair. Common components of these awards are listed in the 3.5.1.1 and specific administration responsibilities and award criteria are listed in 3.5.1.2.

##### 3.5.1.1 Common Administration Process

Awards are presented no more than once a year but multiple recipients could occur in a single year. Awards will not be made if the membership, EXCOM, BOD, or Committees do not present any nominations or if the appropriate committee determines that there are no suitable nominees.

Nominations from the Chapter membership are solicited at the winter meeting, on the SNEC email distribution list, and on the website.

Nominations for each award must be in writing and accompanied by a nominative justification, not to exceed two pages, but in sufficient detail for the EXCOM, BOD, and Committee to make a sound judgment in the selection process.



Preferably, nominations will be submitted to the appropriate Committee chair at least 8 weeks prior to the annual business meeting. The documentation will be circulated to the EXCOM, BOD, and Committee Chair at the close of nominations. The Chair will solicit BOD members to assist with ranking the nominees and a decision will then be made whether or not to nominate a candidate for each award that year and to whom. The Committee can reject nominations in any given year. The EXCOM will approve all awards and notify BOD members.

A congratulatory letter prepared by the Chair of the appropriate Committee and signed by the President will be mailed to award the winner(s). The Chair also contacts the recipient by telephone and urges their attendance at the annual business meeting. Recipients are the guests of the Chapter at the Chapter Meeting.

The Award will be a plaque prepared by AFS headquarters and presented at the annual business meeting.

#### Specific Administration and Criteria

***Award of Excellence*** - This award was created circa 1989. The Award of Excellence recognizes an AFS member who has made exceptional contributions to the field(s) of fishery administration, education, management, or research. Criteria for the award can include significant publications, exceptional service, outstanding teaching or training of students, important discoveries or inventions, or other major contributions to the advancement of fishery science.

***Irwin Alperin Membership Service Award*** - This award was created in 1996 to recognize Chapter members who have made outstanding contributions to the Chapter and/or AFS. Criteria for this award include significant service to AFS through volunteerism, active participation in standing or ad-hoc committees, increasing public awareness of Chapter and AFS activities, encouraging student involvement/membership, membership recruiting, or other important contributions that advance Chapter and profession goals.

***Lesla Meng Aquatic Conservation Award*** (renamed from the Citizens Aquatic Conservation Award) - This award was created in 1996 to recognize an individual or individuals from outside the fisheries profession that have made an outstanding contribution to conservation or the fisheries profession in southern New England. Criteria for this award include activities that 1) protect, conserve or restore aquatic habitat and fisheries, 2) improve sustainable recreational and commercial fishery opportunities, 3) support federal, state, tribal, or private management and research agencies responsible aquatic resources, or 4) otherwise support the stewardship of aquatic resources or the enrichment of the fisheries profession.

***Outstanding Organization Award*** - This award was created in 1996 and recognizes academic, governmental, private, or tribal organizations and units for their current or historic advances in the stewardship of aquatic ecosystems, advancement of fisheries science, or service to the profession. Criteria for this award include exemplary activities to 1) protect, conserve or restore aquatic ecosystems, 2) improve sustainable recreational and commercial fishery opportunities, 3)

develop new scientific methods, equipment, computer software, etc., 4) improve interactions of their organizations with aquatic resource user groups and the general public, or 5) enhance the status and visibility of the fisheries profession.

***Special Achievement Award*** –This award was created in 1994 to recognize a specific special achievement, typically, in service of the Chapter. The Chapter President nominates an individual or group to the Professionalism Chair, and pending approval by both the Professionalism Chair and EXCOM this award can be conferred.

***Saul B. Saila Best Student Paper Award*** - This award is administered by the Education Committee and originated in 1989 as the Best Student Paper Award. In 1996, it was renamed in honor of University of Rhode Island educator and longtime Chapter member Saul B. Saila. At its inception, a \$50 annual award was presented to the author of the student paper judged best at either the winter or summer meeting. In 1994, because of the difficulty of judging papers consistently across two meetings and to display further Chapter support for student participation, this award was changed to an award presented at each meeting. The criteria used in judging student papers are found in Attachment 4. In October 2000, the Saul B. Saila Best Student Paper Award was increased to \$100. A minimum of three committee members or members-at-large judge the papers using the standardized student paper evaluation form from the AFS Education Section (Attachment 5). The Education Committee Chair coordinates judging, tallies the scores, and contacts all presenters within 2 weeks of their talk with summary scores and comments from judges. The winner is notified via email or phone call and awarded a check by the Treasurer, a congratulatory letter prepared by the Chair of the Education Committee, and a plaque prepared by AFS are mailed or presented at the next meeting.

***Grace Klein-MacPhee Best Student Poster Award***- This award was initiated in 2007 and consists of a certificate and \$100 award presented at each meeting where poster presentations are made. In 2014, it was renamed in honor of Past President and longtime Chapter member Grace Klein-MacPhee. A minimum of three committee members or members-at-large judge the posters using the standardized student poster evaluation form developed based on the AFS Education Section (Attachment 6). If the award is given, the winner is typically announced within 2 weeks of the meeting with summary scores and comments from judges. The winner is notified via email or phone call and awarded a check by the Treasurer, a congratulatory letter prepared by the Chair of the Education Committee, and a plaque prepared by AFS are mailed or presented at the next meeting.

### 3.5.2 Student Stipends/Scholarships

***Student Membership Scholarships*** are administered by the Professionalism Chair. At the 1994 annual business meeting, the Chapter voted to sponsor AFS Student Memberships and Chapter Memberships for students attending schools in the Chapter area. The number of scholarships awarded annually is up to the discretion of the BOD. The availability of these awards is announced on the Chapter Website and possibly through announcements on the SNEC email distribution list. Exceptional undergraduates can be considered as well as graduate students. Students who are already AFS members are also eligible. These are available to students only once and are primarily based on the strength nominations by faculty advisors or interested

fisheries mentors in other professional positions. Applicants are instructed to submit a standard AFS application form (available through the AFS website [www.fisheries.org](http://www.fisheries.org)) and a letter of recommendation from an academic advisor via mail to the Secretary.

The Secretary then consults with the Professionalism Chair on the applicant suitability. The Secretary submits the membership forms of successful applicants and coordinates with the Treasurer for payment to AFS.

### 3.6 CONTINUING EDUCATION

An important function that the Chapter recently instituted is the sponsorship of continuing education workshops to further the professional development of its members. These could be anywhere from one half-day to several day sessions. The BOD recommended on August 3, 1994 that these workshops be held separate from Chapter meetings and that every attempt should be made to keep registration fees at a minimum (for example, no more than \$50 for a one-day session). Continuing education units should be arranged through the AFS Director of Student and Professional Development.

### 3.7 ASSISTANCE TO GOVERNMENTAL AGENCIES

In support of its mission to conserve and enhance fishery resources, the Chapter provides assistance to various governmental agencies as opportunities to do so arise. The most recent example is the Connecticut DEEP Fisheries Advisory Council (FAC). Starting in late 1994, the then Connecticut Department of Environmental Protection held a series of meetings of a Fisheries Task Force to develop a more comprehensive and open dialog with their constituent stakeholders. The Fisheries Task Force was comprised of nearly 50 people representing private fishing and conservation organizations and professionals in the fishing industry. The Chapter had a representative on this group that ultimately focused its discussions and action strategies on funding and resource concerns of the Fisheries Division. To continue to work on the funding issue and many others identified by the Fisheries Task Force, more permanent FAC was established. The Chapter is encouraged to have representation in this effort. This will be a voluntary position with the FAC representative approved by the BOD. The appointed representative should endeavor to attend the quarterly FAC meetings held in various locations throughout Connecticut.

### 3.8 NORTHEASTERN DIVISION (NED) RESPONSIBILITIES

The Chapter President serves as a voting member of the Northeastern Division EXCOM. He/she is responsible for providing reports of Chapter activities for the Division at a regular basis, determined by the NED. An oral report is given each year at the Division annual business meeting by the President or an appointed representative if needed.

The Chapter voted in 1992 to provide up to \$250 for any Chapter officer to attend the Northeastern Division meeting, if the individual's institution would not fund the travel. This approval included the stipulation that the Chapter reconsider the availability of funding annually.

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## SECTION 4. CHAPTER OPERATIONAL POLICIES

### 4.1 FINANCES

#### 4.1.1 Annual Budget

The primary sources of income for the Chapter are the dues collected by AFS. Chapter meetings usually bring in additional revenue, but this is not always the case, and occasionally money is lost on meetings. Regular annual expenses that currently can be budgeted for include \$700 for invited speakers, \$25 for student AFS memberships, \$250 for Best Student Paper and Poster Awards, and \$500-\$700 for Student Travel Award(s), and \$250 for website hosting, although this is subject to change. The Chapter solicits donations from Chapter Meeting attendees to help defer expenses associated with student opportunities, such as the reduced meeting registration fee for students and student awards. Chapter policy is that the Program Development Committee is authorized to spend up to \$700 for invited speakers at each meeting (to be reviewed on an annual basis).

#### 4.1.2 Bank Accounts

The Treasurer maintains two separate Chapter accounts. A checking account with an average minimum balance of at least \$1,000 is desired for day-to-day operating expenses, not to exceed \$3,000. The current Chapter account is with Citizens Bank, which operates in all three states. The Treasurer has primary signing privileges and authority over the checking account. Subsequent to the election of a new Treasurer at the annual Business Meeting, the former Treasurer shall work with the newly elected Treasurer to transition signing privileges and authority of the checking account. Only the Treasurer and Financial Officer shall have check signing privileges, and the outgoing Treasurer must be removed from the allowable signers list upon the addition of the new Treasurer. Written receipts are required for reimbursement to facilitate auditing.

The second Chapter account is with Vanguard. The Financial Officer shall retain signing privileges and shall relieve himself/herself of signing privileges upon completion of service as a BOD member. It is the responsibility of the Treasurer to ensure that a replacement signer is added to the account once the Financial Officer is relieved of signing privileges. An online account has been established with Vanguard to easily manage investments and monitor the account. The username and password for this account are shared between the Financial Officer with signing privileges and the Treasurer. Monies in excess of \$3,000 in the Citizens Bank Account should be transferred to the Vanguard Account after consideration of Chapter financial needs. Monies may be transferred from the Vanguard money market fund to the Citizens Bank account as necessary to maintain its balance, after consideration of Chapter financial needs. This may require selling stock index or bond shares. Consistent with generally recommended portfolio diversification practices, the account will be maintained in following approximate proportions: 60% in a stock index fund, 30% in a bond fund, and 10% in a money market account.

The Internal Revenue Service has granted AFS the tax-exempt status of a public non-profit 501 (c)(3) organization. The Chapter has its own tax-exempt number 23-7226682, which should be

used in setting up accounts.

Due to the amount held in the Chapter treasury of \$25,000 or less, an annual audit is not required and a 990-N, Electronic Postcard (e-Postcard) must be submitted. The e-Postcard is due every year by the 15<sup>th</sup> day of the fifth month after the close of our tax period (December 31<sup>st</sup>).

Instructions in filling out the IRS Form 990-N correctly may be found at:

[http://www.roa.org/site/DocServer/irs\\_990.pdf?docID=10321](http://www.roa.org/site/DocServer/irs_990.pdf?docID=10321)

## 4.2 DECISION MAKING

The implementation of the BOD in 1991 added another level of Chapter organization in which decisions potentially could be made. Of particular concern is the clarification of EXCOM versus BOD roles in decision-making. Generally, the EXCOM makes decisions related to day-to-day operations of the Chapter, while the BOD is involved in longer-term decisions, such as policy changes and long range planning. Based on the Chapter bylaws and BOD policy, the following chart outlines which decisions are made at which level of organization:

### Chapter membership at business meeting

Officer elections

Major new spending initiatives (greater than \$3,000)

Resolutions

Advocacy efforts

Changes to bylaws

### Board of Directors

Annual work plan approval

Financial planning

Minor spending initiatives (less than \$3,000)

Officer candidate recommendations

Review of ongoing projects and operational spending previously approved (invited speakers, awards, etc.) Semiannual meeting locations and dates

### Executive Committee

BOD member appointments

Officer candidate nominations

Minor spending initiatives (less than \$1,000)

Emergency spending needs

Day-to-day operational decisions

Awards recipients (based on recommendations from Professionalism Committee)

### President

BOD member and Committee Chair appointments (subject to EXCOM approval)

Establishment of committees

## 4.3 LEADERSHIP TRANSITIONS

#### 4.3.1 Nominations

The EXCOM is responsible for providing the BOD with a list of potential candidates for Secretary and Treasurer (every third year), although they may solicit the BOD for help with identifying potential nominees. In addition, a call for nominees is issued through the SNEC email distribution list to get outside input on potential candidates to add to the ballot. The BOD serves in the capacity of a Nominating Committee by selecting a slate of two candidates for Secretary and Treasurer. All nominees for elected office of the Chapter must be AFS members who have paid Chapter dues. All candidates are contacted by an EXCOM member to ascertain interest in running before proceeding with the election. Preferably at least two nominees should be secured to hold an election; however, the election will still be valid if only one nominee is secured prior to the summer meeting. The ballots for the election should contain a space for write-in candidates.

#### 4.3.2 Elections

Ballots are distributed at the summer meeting, preferably during registration. At the discretion of the BOD, ballots may also be distributed via the SNEC email distribution list prior to the meeting. Ballots submitted via email must be received at least one day prior to the summer meeting. The Secretary tabulates results and the winning candidate is reported at the annual business meeting.

#### 4.3.3 Board of Directors Appointments

The President is responsible for making all BOD appointments with EXCOM approval. Appointments are renewable indefinitely at the discretion of the incoming President. An attempt is made to achieve geographical and organizational diversity in the BOD membership.

### 4.4 WRITTEN COMMUNICATIONS

#### 4.4.1 SNEC Email Distribution List (LISTSERV)

The SNEC Email Distribution list (LISTSERV) and BOD Email Address List are managed and modified by the Listserv Master, with aid from the President, President-Elect, and Secretary. These email distribution lists shall be updated annually using Chapter membership lists from AFS and affiliate member lists generated by the Secretary. The address for sending messages to the LISTSERV is AFS\_SNEC-L@listserv.uconn.edu. The LISTSERV is maintained by the University of Connecticut and all access to the LISTSERV is subject to approval by the BOD. Requests for updates to the list of LISTSERV email addresses shall be directed to the Listserv Manager. As of early 2014, this contact person is Dr. Eric Schultz ([eric.schultz@uconn.edu](mailto:eric.schultz@uconn.edu)). Day-to-day correspondence of news and information to Chapter members via the LISTSERV shall be locally administered by any member of the Executive Committee.

#### 4.4.2 Record Keeping

In 1995, the BOD established a policy of striving for digital storage of Chapter information. Meeting minutes, newsletters, Committee reports, meeting registration records, and any other important information should be provided on CD or other media storage device (i.e., encrypted flash drive or Dropbox) by the outgoing Secretary to the incoming Secretary on an annual basis. The Secretary is responsible for keeping and accessing the archived Chapter materials. This includes meeting minutes, correspondence, financial records, and other documents.

#### 4.4.3 Committee Work Plans

Annual work plans for each Chapter Committee should be prepared by Committee Chairs for oral presentation at the first Board of Directors Meeting after the annual Chapter business meeting. Status reports on committee activities may be included on the Chapter's website at the discretion of the BOD.

### 4.5 ADVOCACY

#### 4.5.1 AFS Lobbying Guidelines

The Internal Revenue Service has granted AFS the tax-exempt status of a public non-profit 501 (c)(3) organization. As a result, there are certain guidelines that must be followed. We may provide expert testimony in administrative and legal hearings; write letters, make telephone calls and visits to our legislators on issues where we can provide science-based information; share our information with the public at large and urge that action be taken; and lobby for sound fisheries legislation. The one thing that we can never do **UNDER ANY CIRCUMSTANCES** is involve AFS in partisan political campaigns. This means neither AFS as a whole, nor one of its subunits, nor a member using their AFS affiliation can endorse a political candidate.

#### 4.5.2 Chapter Position on Advocacy

Chapter members at the June 1994 annual business meeting expressed many varying opinions on advocacy and activism:

- a. The Chapter should put forward well-informed, well-justified, scientifically based position statements on fisheries issues.
- b. Fisheries professionals can no longer stay insulated in our own narrow technical sphere and ignore public opinion and policy. We need to strategize on ways to convey complex information to the public and policymakers in a clear, straightforward way if we are to maintain our funding base.
- c. The low attendance at the meeting indicated that many members of the Chapter are not especially interested in the advocacy/activism issue.
- d. An active lobbyist role for the Chapter may jeopardize our professional objectivity.
- e. Moving too fast on this issue might encourage position statements to be issued in the

name of the Chapter which members personally had not seen, voted on, or approved.

In conclusion, the Chapter membership appeared to be interested in looking at the operational details of how advocacy/activism might work at the Chapter level. The final recommendation was to form a committee to investigate how the Chapter could become more involved in the Fisheries Information Network (FIN) and other types of fisheries activism. Position statements prepared by this committee could then be reviewed and voted on by the Chapter membership and approved by the AFS Policy Director. Once approved, the position statements could be issued in the Chapter name.

#### 4.6 CHAPTER TOOLS

**Internet** - A Chapter website site has been developed. This home page allows instant access to Chapter information for a wide audience through the Internet. The Chapter home page address is: [www.shec.fisheries.org](http://www.shec.fisheries.org).

**Facebook Page** - Due to the popularity of social media, the Chapter developed a Facebook page in 2010. Updated information is posted as necessary, including meeting announcements, student and professional award opportunities, Chapter events, and recent happenings.



## SECTION 5. ATTACHMENTS

### Attachment 1

#### SOUTHERN NEW ENGLAND CHAPTER AMERICAN FISHERIES SOCIETY BY-LAWS

**Section 1 - Name and Objectives-** The name of this organization shall be the Southern New England Chapter of the American Fisheries Society, hereinafter referred to as the Chapter and Society respectively. The objectives of the Chapter shall be those of the American Fisheries Society as set forth in Article 1 of the Constitution of the American Fisheries Society and to encourage the exchange of information by members of the Society residing or working within Massachusetts, Connecticut or Rhode Island.

**Section 2 – Membership-** The membership of the Chapter shall be composed of those Society members in good standing residing or working in Massachusetts, Connecticut or Rhode Island. Any American Fisheries Society member in good standing, who wishes to become a member of the Chapter, may do so by paying dues according to Section 10. Members of the University of Connecticut Student Subunit and members of the University of Massachusetts Amherst Student Subunit shall be recognized as Chapter members.

**Section 3 – Officers-** The officers of the Chapter shall consist of a President, President-Elect, Secretary, and Treasurer. Officers shall serve for a period of one year in each office, with the exception of Treasurer. Terms of newly elected officers shall begin at the Chapter's annual business meeting. The Secretary shall be elected at the Chapter's annual business meeting, as defined in Section 8, and, in turn, shall ascend to the office of President-Elect, and President without election by the membership. If the Secretary cannot assume the responsibilities of President-Elect, the membership will elect a new President-Elect and Secretary at its next business meeting. If the President-Elect cannot assume the responsibilities of President, the Secretary will assume that office, and the membership will elect a new President-Elect and Secretary at its next business meeting. If a position is vacated during a term of office, the Executive Committee, as defined in Section 5, may appoint a qualified replacement to serve out the term. The Treasurer shall be elected at the annual business meeting every third year. Prior to each annual business meeting in non-election years, the President shall confirm the current Treasurer is willing and able to remain in office; if not, candidates shall be solicited with the call for Secretary candidates. If the Treasurer vacates office during the year, the same protocols for the ascending offices shall be employed. In the event of a cancellation of an annual meeting, the officers and the members of any committees shall continue to serve until the next scheduled meeting.

**Section 4 - Duties of Officers-** The President of the Chapter shall preside at all meetings, shall serve as Chairperson of the Executive Committee, shall represent the Chapter to the Northeastern Division and the Society, shall fulfill committee assignments as established by the Executive Committee, as defined in Section 5, make such appointments and perform other duties and

functions as are authorized and necessary, and shall advance to the office of Past-President at the end of the term.

The President-Elect shall be the Chapter's representative to the Division's Membership Committee, shall prepare the program and moderate the presentations at Chapter meetings, shall fulfill committee assignments as established by the Executive Committee, as defined in Section 5, assume the duties of the President in the event of his/her inability to act, and shall advance to the office of President at the end of the term.

The Secretary shall keep the official records of the Chapter and shall advance to the office of President-Elect at the end of the term. The Treasurer collects and is the custodian of dues and registrations fees collected under Section 10 of these By-Laws and any funds which may be allotted to the Chapter. The Treasurer shall disburse funds as may be authorized and necessary, and shall submit a record of receipts and disbursements at the annual Chapter meeting. The Secretary and Treasurer shall fulfill committee assignments as established by the Executive Committee, as defined in Section 5. They shall perform such duties as may be requested by the Society and the Secretary-Treasurer of the Northeastern Division.

**Section 5 - Executive Committee**-The Executive Committee of the Chapter shall consist of the officers and the immediate Past President. The Committee is authorized to act for the Chapter as constrained by Sections 9 and 11 and to perform appropriate duties and functions.

**Section 6 –Chapter Committees**-Committees may be created as necessary to conduct the Chapter activities. These could include, but not be limited to Program Development, Publicity, Education and Environmental Affairs, Professionalism, and Membership Committees. The committee members and Chairpersons shall be appointed by the President. The terms of office for members of Chapter Committees shall end upon the discharge of the duties for which they were appointed, or at the next annual meeting of the Chapter, whichever comes first.

**Section 7 - Board of Directors**- Committee chairpersons will serve on the Board of Directors to advise the Executive Committee in conducting Chapter business between annual business meetings. In addition, one or more member(s)-at-large will be appointed by the President to serve a one-year term on the Board.

**Section 8 – Meetings**- The Chapter shall hold at least one business meeting annually at a time and place designated by the Executive Committee. The program and presentation shall be the responsibility of the President-Elect.

**Section 9 - Voting and Quorum**-Unless otherwise specified in these Bylaws or the Constitution of the Society, decisions of the Chapter shall be in accordance with the latest edition of Robert's Rules of Order. Business and voting may be conducted via mail or electronic media approved by the Executive Committee. A quorum at any meeting for the transaction of official business shall be twenty Chapter members.

**Section 10 - Dues and Fees**- Executive Committee shall establish annual dues subject to approval of the members voting at the annual meeting. The Executive Committee will assess

each registrant attending meetings of the Chapter a registration fee necessary to cover the costs of the meeting and Chapter activities. The registration fee will be higher for registrants who are not members of the Parent Society and lower for students and retirees.

**Section 11 – Amendments of the By-Laws and Procedural Manual** – 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 and cannot be changed without prior notice to members. 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. 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 Unit receives written notice of their approval by the Management Committee from the Executive Director. Amendments to the SNEC Procedural Manual can be made by a majority vote of the SNEC Executive Committee.

Accepted:	December 17, 1968	Auburn, Massachusetts
Amended:	June 27, 1985	Avery Point, Connecticut
Amended:	June 8, 1994	Narragansett, Rhode Island
Amended:	June 14, 2006	Fall River, Massachusetts
Amended:	June 16, 2016	Providence, Rhode Island
Amended:	June 28, 2018	Narragansett, Rhode Island
Amended:	January 4, 2019	Electronic vote

## Attachment 2

### Strategy for the Implementation of the AFS Long Range Plan in Southern New England

Mission Statement: The mission of the American Fisheries Society, Southern New England Chapter (SNEC) is to provide an organization for scientists, students, and other professionals dedicated to the conservation and enhancement of fisheries resources. Our goals are to:

1. Advance the conservation, development, and wise use of fishery resources for the optimum enjoyment by all,
2. Gather and disseminate information on fisheries science and management,
3. Provide and evaluate the educational, scientific, and technical aspects of the fisheries professions, and
4. Provide an organizational structure the equitably represents members, develops opportunities for effective leadership, and generates resources necessary to carry out programs.

#### PURPOSE

The purpose of this plan to provide a committee structure for the implementation of selected provisions of the Society's long range plan in the Southern New England Chapter area. This plan consists of an "Action Agenda" for implementing our goal.

#### ACTION AGENDA

1. Advance the conservation, development, and wide use of fishery resources for the optimum enjoyment by all. Provide a forum for open discussion of regional and national policy issues.

- A. Develop a semiannual meeting program around a discussion of issues of regional and professional importance.

**Responsibility: Program Development Committee, in conjunction with the Professionalism Chair, Education Committee, Executive Committee, and the Board of Directors.**

- B. Develop a semiannual meeting program to accommodate joint sessions with other resource and environmental organizations

**Responsibility: Program Development Committee in conjunction with the Board of Directors.**

- C. Collaborate with the Northeastern Division regularly to hold a joint meeting. This meeting would be held over multiple days and would be

the only meeting that year.

**Responsibility: Program Development Committee, EXCOM, NED representatives**

- D. Promote the Conservation and the Sustainable use of fisheries resources throughout the region.
  - 1. Monitor current events in the management of fisheries resources of the region.
  - 2. Distribute information on environmental issues of regional importance.

**Responsibility: Board of Directors**

- 2. Gather and disseminate information on fisheries science and management. Inform the public about issues and policies of significance. Promote activities of the Chapter to the general public and professionals in other disciplines throughout the Northeastern Division via print and visual media.
  - A. Prepare announcements and summaries of meetings and activities of the Chapter for publication in appropriate Society newsletters and on websites. Submit announcements for upcoming meetings on the Society and Division websites and newsletters.

**Responsibility: Publicity Officer in conjunction with Board of Directors**

- B. Work with educational professionals for the applications of educational approaches. Work to generalize usage and evaluation of environmental education materials.
- C. Foster new relationships with colleges and universities in the Southern New England area and encourage their participation.
- E. Maintain and update the SNEC website informing the public and members of current events.

**Responsibility: Web Site Manager in conjunction with the Board of Directors and all committee chairs.**

- 3. Promote and evaluate the educational, scientific, and technical aspects of the fisheries science professions. Acknowledge achievements in fisheries related activities.
  - A. Promote the AFS Professional Certification Program
    - 1. Provide application materials and assistance to all attendance
    - 2. Promote Chapter sponsorship of student applicants for Associate

Certification.

**Responsibility: Professionalism Chair**

- B. Administer the Chapter Awards Program
  - 1. Request nominations of Chapter members for Award of Excellence
  - 2. Request nominations of organizations for the Outstanding Organization Award
  - 3. Request nominations of organization for the Lisa Meng Aquatic Conservation Award
  - 4. Coordinate assessments of candidates and presentation of the Saul Saila Best Student Paper and Best Student Poster Awards. (Primarily the Education Committee)
  - 5. Request nominations for the Student Travel Award
  - 6. Promote awards on the SNEC website and in the newsletter

**Responsibility: Professionalism Chair and Education Committee**

- C. Develop and Implement a Membership Recruitment Program
  - 1. Use current technology (Internet, Facebook, Twitter, etc...) to actively recruit new members.
  - 2. Coordinate with local universities along with federal, state, and non-profit agencies to bolster recruitment.
  - 3. Promote AFS SNEC to other relevant professional societies within Southern New England.

**Responsibility: Board of Directors**

- D. Develop and present continuing education workshops

**Responsibility: Professionalism Chair and President**

- 4. Provide an organizational structure that equitably represents chapter members, develops opportunities for effective leadership, and generates resources necessary to carry out chapter programs. Develop and encourage committee participation by all members especially students

**Responsibility: Executive Committee and Board of Directors**

- A. Maintain the Program Development Committee to work in concert with other standing and ad hoc committees to identify current issues of interest in Chapter members in the development of semiannual meeting programs. Proposed membership: Chairperson, President-Elect, and the Board of Directors.

- B. Maintain the Education Committee to strive for widespread student involvement and participation in Chapter activities, and fair evaluation and constructive feedback for presentation awards. Proposed Membership: Chairperson, President, and Board of Directors.
- C. Maintain the Professionalism Chair to develop and promote continuing education opportunities and administer the awards program. Proposed Membership: Chairperson, Past President, and Board of Directors.
- D. Maintain a Publicity Officer to promote the Chapter through the publication of announcements and summaries of special events. Proposed Membership: Chairperson.

## Attachment 3

### Example of a SNEC-AFS Business Meeting Agenda

Note the DATE  
Note the LOCATION

1. President's Comments
  - a. Establish if a quorum of members is present
2. Secretary/Treasurer Report
  - a. Acceptance of minutes from previous Business Meeting by formal motion and vote by membership.
  - b. Review of the Secretary/Treasurer's Financial Report
3. Committee Reports and Updates
  - a. Program Chair Reports
    1. Education Committee
    2. Professionalism Committee
    3. Program Committee
    4. Publicity Officer
    5. Student Sub-units
4. Old Business
  - a. Add items as necessary
5. New Business
  - a. Add items as necessary
6. Presentation of Chapter Awards
  - a. SNEC Student Awards (given by Education Committee as required)
    1. Saul B. Salla Best Student Paper Award
    2. Best Student Poster Award.
    3. SNEC Student Travel Award(s)
    4. SNEC Student Scholarship Award(s)
    5. SNEC Associate Fisheries Scientist Certification Award(s)
  - b. SNEC Professional Awards (given by Professionalism Committee as required)
    1. Award of Excellence
    2. Outstanding Organization Award
    3. Lesa Meng Aquatic Conservation Award
    4. Irwin Alperin Outstanding Member Award
    5. Special Achievement Award





**Attachment 4. Scoring Criteria for Student Presentations**  
**Education Committee, American Fisheries Society**

**Individual Components**

1. Title – Does it accurately describe the subject? 5 points
2. Abstract – Does it concisely state the objectives and scope of the investigation, describe the methods, summarize the results, and state the principal conclusions? Does it motivate interest? 5 points
3. Introduction – Does it provide adequate background, historical context, and justification for the study? 5 points
4. Methods – Are they described with appropriate detail? 5 points

**Content**

5. Structure and Organization – Logical development and integration of the presentation, including serial progression of results relating to the purpose of the study or hypothesis tested, and logical formulation and expression of conclusions, interpretations, and implications. In effect, is the presentation comprehensible by members of the audience not engaged in the particular specialty? 10 points
6. Originality – Value of the study in communicating and presenting unique or innovative methods, concepts, or interpretations. Relevance to fisheries science. 15 points
7. Technical Merit – Consonance of interpretations with results; identification and evaluation of limitations. 10 points
8. Analytical Merit – Adequacy and appropriateness of analytical and statistical methods and study design. 10 points

**Physical Presentation**

9. Delivery – Voice quality, enthusiasm, grammar, eye contact, posture, and body language, pronunciation, and articulation. 15 points
10. Visual aids – Visibility, simplicity, comprehensibility, and relevance of visual aids. 15 points

**Other Considerations**

11. Use this category to reward unique or attractive features which do not fit Exactly into other criteria (e.g. judicious and effective use of humor). It should be considered extra and should not be awarded automatically. 5 points

**Comments**

Provide a brief evaluation of your impression of each presentation. Comments are extremely useful in providing feedback to presenters.

**ATTACHMENT 5. SNEC – AFS STUDENT PRESENTATION SCORING SHEET**

SNEC STUDENT PRESENTATION SCORING SHEET Judge: \_\_\_\_\_ Date: \_\_\_\_\_

	Write the student name in each column → <b>you may interpolate between numbers below</b>				
<b>A. Individual Components</b>					
1. Title	1 2 3 4 5 Poor average excellent	Score: Comments:	Score: Comments:	Score: Comments:	Score: Comments:
2. Abstract	1 2 3 4 5 Poor average excellent	Score: Comments:	Score: Comments:	Score: Comments:	Score: Comments:
3. Introduction	1 2 3 4 5 Poor average excellent	Score: Comments:	Score: Comments:	Score: Comments:	Score: Comments:
4. Methods	1 2 3 4 5 Poor average excellent	Score: Comments:	Score: Comments:	Score: Comments:	Score: Comments:
<b>B. Content</b>					
1. Structure and Organization	5 6 7 8 9 10 Poor average excellent	Score: Comments:	Score: Comments:	Score: Comments:	Score: Comments:
2. Originality	7 8 9 10 12 13 15 Poor average excellent	Score: Comments:	Score: Comments:	Score: Comments:	Score: Comments:
3. Technical Merit	5 6 7 8 9 10 Poor average excellent	Score: Comments:	Score: Comments:	Score: Comments:	Score: Comments:
4. Analytical Merit	5 6 7 8 9 10 Poor average excellent	Score: Comments:	Score: Comments:	Score: Comments:	Score: Comments:

<b>C. Physical Presentation</b>					
1. Delivery	7 8 9 10 12 13 15 Poor average excellent	Score: Comments:	Score: Comments:	Score: Comments:	Score: Comments:
2. Visual Aids	7 8 9 10 12 13 15 Poor average excellent	Score: Comments:	Score: Comments:	Score: Comments:	Score: Comments:
C. Other considerations (sense of humor, answers to questions, conclusions, etc)	1 2 3 4 5 Poor average excellent	Score: Comments:	Score: Comments:	Score: Comments:	Score: Comments:
<b>Total</b>	Out of 100 possible points				
<b>General Comments</b>	Please write down a few general comments to suggest improvement in various aspects of the presentation.	Score: Comments:	Score: Comments:	Score: Comments:	Score: Comments:
<b>Rank</b>	Rank of each student relative to others you scored				

ATTACHMENT 6

**SNEC – AFS STUDENT POSTER SCORING SHEET**  
**Judge: \_\_\_\_\_ Date: \_\_\_\_\_**

	Write the student name in each column → <b>you may interpolate between numbers below</b>			
<b>A. Individual Components</b>				
1. Title	1 2 3 4 5 Poor average excellent			
2. Abstract & Introduction	5 6 7 8 9 10 Poor average excellent			
3. Methods	5 6 7 8 9 10 Poor average excellent			
4. Results	7 8 9 10 12 13 15 Poor average excellent			
5. Discussion & Conclusion	7 8 9 10 12 13 15 Poor average excellent			
6. References	1 2 3 4 5 Poor average excellent			
<b>B. Visual and Organization</b>				
1. Visibility & Legibility	1 2 3 4 5 Poor average excellent			
2. Simplicity & Clarity	1 2 3 4 5 Poor average excellent			
3. Serial Progression	1 2 3 4 5 Poor average excellent			
4. Aesthetic Quality	1 2 3 4 5 Poor average excellent			
<b>C. Oral Presentation</b>				
1. Delivery & Knowledge	7 8 9 10 12 13 15 Poor average excellent			
<b>D. Other Considerations</b>				
1. Originality	1 2 3 4 5 Poor average excellent			

<b>Total</b>	Out of 100 possible points			
<b>Comments</b>	Please write down a few comments to justify your scoring (next to the score) and general comments in this column to suggest improvements for the student. These comments will be forwarded to the students with the judges names omitted.	<b>Comments:</b>	<b>Comments:</b>	<b>Comments:</b>
<b>Rank</b>	Rank of each student relative to others you scored			