



**VIRGINIA CHAPTER *of the***  
**AMERICAN FISHERIES SOCIETY**

**Inland Fisheries and Aquatic Resources of Virginia**

**BYLAWS  
OF THE  
VIRGINIA CHAPTER**

**American Fisheries Society  
Southern Division**

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**AMERICAN FISHERIES SOCIETY**  
**BYLAWS OF THE VIRGINIA CHAPTER**

**ARTICLE I**

**Name and Objectives**

1. The name of this organization shall be the Virginia Chapter of the American Fisheries Society, hereinafter referred to as the Chapter and Society, respectively.
2. The objectives of the chapter, in addition to being those of the Society as set forth in Article 1 of the Constitution, shall be:
  - A. To provide access to the Society by extending membership to those whose needs are not fully met by established Society Chapters,
  - B. To provide a forum for the discussion, debate, and resolution of aquatic resource issues within the political boundaries of the Commonwealth of Virginia, and
  - C. To encourage exchange of information among established Society Chapters within the Commonwealth, namely the Potomac Chapter, the Tidewater Chapter, and the Virginia Tech Chapter.

**ARTICLE II**

**Membership**

1. The membership of the Chapter shall be composed of persons interested in fisheries-related issues within the Commonwealth of Virginia and having paid their current Chapter dues.
2. Only an active member of the Society, in good standing with the Chapter, may hold office, vote, or chair a committee.

3. ACTIVE MEMBERS of the Society are as defined in Article II (1) (a) of the Society constitution.

## ARTICLE III

### Meetings

1. The Chapter shall hold at least one meeting annually. The Executive Committee shall determine the time and place of the annual meeting.
2. The annual meeting will be held jointly with contiguous Society chapters, when possible. Annual meeting sites shall be moved around the Commonwealth, not to be held at the same location during consecutive years.

## ARTICLE IV

### Officers

1. The officers of the Chapter shall consist of a President, a President-elect, Past President, a Secretary, and a Treasurer.
2. Officers shall be elected annually by mail or electronic ballot, received by members at least 30 days before the annual meeting. Officers shall be nominated by a nominating committee appointed by the Executive Committee. Officers shall be elected by a majority of ballots cast. Newly elected officers shall be installed at the annual meeting. The President and President-Elect shall serve until the next annual meeting. The Secretary and Treasurer's terms of office will be three years.
3. In the event of a vacated position, the Executive Committee shall appoint a qualified replacement to fill an unexpired term. If the Chapter fails to hold a valid election, officers shall serve until a successor is duly selected in accordance with these Bylaws.
4. Officers of the Potomac Chapter, the Tidewater Chapter, and the Virginia Tech Chapter cannot serve as Virginia Chapter officers concurrent with their respective terms of office.

5. No elected officer or appointed committee member of the Virginia Chapter shall receive any salary or other compensation. Expenses may be defrayed from funds available to the Chapter when authorized by the Executive Committee.

## ARTICLE V

### Duties of Officers

1. The President of the Chapter shall preside at all meetings, chair the Executive Committee, establish and appoint special committees and consultants as required, serve as a voting member of the Southern Division's Executive Committee, serve as a non-voting member of the Society's Governing Board, and perform other duties and functions as are authorized and necessary.
2. The President-Elect shall chair the Program Committee and assume the duties of President if the latter is unable to act. The President-Elect shall assume the presidency upon expiration of the current President's term.
3. The Secretary shall keep the official records of the Chapter, prepare official correspondence, including newsletters, as directed by the President, maintain a current list of Chapter members in good standing, and submit minutes of the Chapter meeting to the Society's Executive Director and the Southern Division's Secretary-Treasurer within 30 days after each meeting.
4. The Treasurer shall collect and be custodian of Chapter funds, disburse funds as authorized or necessary, submit a record of receipts and disbursements at the annual Chapter meeting, establish banking arrangements and prepare and file necessary tax returns and other official documents to keep the Chapter in good legal and financial standing, and maintain financial records for review by Society officers and staff as needed or required, and discharge other duties as requested by appropriate Society officers.
5. The immediate Past President shall serve on the Executive Committee and assist the other officers as needed.

## ARTICLE VI

### Executive Committee

1. The Executive Committee of the Chapter shall consist of elected officers, the Immediate Past-President, and other members as may be appointed by the

- President. Those with voting privileges shall be the President, President-Elect, Past President, Secretary, and Treasurer.
2. The Executive Committee is authorized to act on behalf of the Chapter between annual meetings.
  3. A quorum is required for transaction of official business at an Executive Committee meeting. A quorum for an Executive Committee meeting shall consist of three of the five voting members. Executive Committee members can appoint a proxy.
  4. Each member of the Executive Committee shall have one vote on the Executive Committee decisions. In the event of a tie, the President may cast the deciding vote.
  5. Executive Committee meetings are called by the President.
  6. Binding contracts or financial transactions that are on behalf of the Chapter and have contractual obligations or payments that are equivalent to or exceed \$500 in Chapter funds need full Executive Committee review and majority approval.
  7. Contracts and/or agreements that are prepared on behalf of the Chapter require a signature by the acting Chapter President or Treasurer to become a binding contract. In the case that the President or Treasurer are unable to fulfill this duty, the President can appoint a proxy from any other active Executive Committee member to sign a contract. The appointee must be identified in writing (electronic correspondence accepted) by the acting President before any contract is signed in order for the contract to be valid.

## **ARTICLE VII**

### **Chapter Standing Committees**

1. Committees and Chairpersons shall be appointed by the President as necessary for Chapter business in accordance with ARTICLE II of these Bylaws. The terms of office for the members of Chapter committees shall end upon the discharge of the duties for which they were appointed, or at the next annual Chapter meeting, whichever comes first.
2. The Chapter shall have the following standing committees:

- A. Arrangements: This committee shall be composed of a minimum of three Chapter members. It shall be the responsibility of the Arrangements Committee to make the necessary contacts to provide meeting places, accommodations, and any arrangements that will benefit the successful outcome of a meeting.
- B. Awards: This committee shall administer the Chapter awards program (includes awards, scholarships, and VA Junior Fisheries Biologist Program) and be chaired by the Immediate Past-President.
- C. Communications: This committee shall provide and facilitate all internal and external communication among Chapter members. Specific duties include providing and updating electronic communication abilities (listserv) and our internet Webpage.
- D. Continuing Education: This committee shall assess the educational and training needs of the fisheries profession as a means to develop a comprehensive continuing education program that may include workshops, special classes, and symposiums with a goal of conducting a minimum of one program per year.
- E. Environmental Affairs & Advocacy: This committee shall provide technical advice to the Executive Committee concerning local, state, and national environmental issues that are of importance to the Chapter membership. This committee shall also draft resolutions (a formal expression of Chapter opinion or intent), review, and edit resolutions made by the Executive Committee or members, and submit for vote at the annual meeting. This committee will also handle membership concerns of vital aquatic-related issues in Virginia, and prepare responses that reflect the mandate of the Chapter.
- F. Membership: This committee shall maintain and increase Chapter membership by actively identifying and contacting potential members.
- G. Nominating: This committee shall be composed of no more than three Chapter members, who are also Active Members of the Society, appointed by the Executive Committee. They shall present a slate of no more than two candidates for the President-Elect, the Secretary and the Treasurer positions no less than 30 days before the Annual Chapter Meeting. Prior approval shall be obtained from said candidates.

- H. Outreach: This committee shall develop educational material that will inform students and the general public of the missions and activities of the Chapter and AFS. This committee shall also provide Chapter support or involvement in activities and programs that encourage and enhance knowledge of fisheries and the aquatic environment.
- I. Program: This committee shall be composed of a minimum of three Chapter members, including the President-Elect as Chairperson. It shall be the responsibility of the Program Committee to develop an agenda and informative program for the annual meeting and other Society-sponsored meetings. The program shall be submitted to the Chapter Secretary prior to the annual meeting date for distribution to the membership.

## ARTICLE VIII

### Voting and Quorum

1. All decisions at Chapter meetings shall be in accordance with the Constitution and Rules of the Society.
2. At least 10 current members are needed to establish a quorum and conduct official business. Decisions shall be determined by majority of qualified voters (ARTICLE II) present and voting, except as specified in Article X.
3. Business and voting may be conducted via email or electronic media as designated by the Executive Committee.
4. The latest edition of Robert's Rule of Order shall govern all Chapter business not covered by these Bylaws.

## ARTICLE IX

### Dues and Registration

1. Annual dues for membership in the Chapter shall be established by the Executive Committee and must be paid before the Annual Chapter Meeting.
2. The Executive Committee may assess registration fees for the annual Chapter meeting.



## ARTICLE X

### Amendments of the Bylaws

1. The Bylaws of the Chapter may be amended by a two-thirds majority approval of eligible members voting, provided that notice of proposed change(s) is given to the membership at least 30 days prior to a meeting. If voting is done by mail or electronic ballot, 30 days will be given for members to return their ballots.
2. In accordance with the Society Constitution, all amendments shall be reviewed by the Society's Constitutional Consultant for the conformity with the Constitution, Rules and Procedures of the Society. The Constitutional Consultant presents the adopted amendment to the Society's Management Committee for approval.
3. Bylaw amendments do not take effect until the Executive Director has sent written notice of their approval by the Society's Management Committee.
4. Chapter procedures may be amended by a simple majority vote of the Chapter's Executive Committee.