

Western Division AFS Bylaws

(WDAFS Membership Approved at Annual Business Meeting 9/6/2011 in Seattle, WA)

SECTION I. Division Name and Objectives.

1. Pursuant to the Constitution of the American Fisheries Society (hereinafter referred to as the Society) there has been established within the Society a Western Division (hereinafter referred to as the Division).
2. The objectives of the Division shall be those set forth in Article I of the Constitution of the Society, and shall be in particular:
 - A. Provide a forum through the annual meeting for the exchange of technical and policy information common to and of interest to the Division membership.
 - B. Provide an opportunity through the annual meeting to promote understanding by regional, Federal, and state policy-makers of the nature and extent of fishery matters of concern to the Division membership.
 - C. Assist in the exchange of information in a timely manner to chapters and the general membership located within the Division.
 - D. Provide a vehicle for the active participation of individual members in Society business and professional activities.

SECTION II. Division Membership.

1. The membership of the Division shall be those Society members in good standing residing in the States of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming in the United States of America (U.S.); U.S. associated entities in the West Pacific Ocean (including the independent nations of the Marshall Islands, Palau, and Federated States of Micronesia: islands of Midway, Baker, Jarvis, Wake, Palmyra, and Howland; Johnston Atoll; Commonwealth of the North Mariana Islands; and Territories of Guam and American Samoa); the Provinces of British Columbia and the Yukon Territory in Canada; Mexico; and individuals residing in other Divisions who elect to be members of the Western Division.
2. All members residing in the above-named States, U.S. associated entities in the West Pacific Ocean, Canadian Provinces, and Mexico are members of the Western Division unless they elect to be a member of another Division by notifying the Executive Director of the Society in writing.

SECTION III. Division Officers and Representatives.

1. The elected officers of the Division shall be the President, President-Elect, Vice President, Secretary-Treasurer, and Past President. The Student Representative shall be an elected agent to the Executive Committee.
2. Representatives for the Division in Society matters shall be the Division Representatives to the Society Governing Board, Society Nominating Committee, and other Society Committees as requested.
 - A. As defined in the Society's Constitution, the Division representatives to the Society Governing Board will be the President and President-Elect and will serve for a one-year term. In addition, a proxy may be designated should either of these officers be unable to attend a Governing Board meeting providing the Executive Director is notified in writing in advance of the meeting. This proxy may be any Past President or elected officer of the Division not currently a member of the Governing Board or acting as a proxy.
 - B. As defined in the Society's Constitution, the Division will annually elect one representative to the Society Nominating Committee. The representative shall be a member in good standing, and will be elected by a majority of ballots cast from the membership.
3. All officer candidates must be Society members in good standing for at least two years immediately preceding their nomination. Also, they must have attended an annual meeting of the Division in one of the preceding three years. Officer candidates should have served as officers within Chapters or other Divisions prior to seeking candidacy in the Division.
4. Candidates for officer positions shall be nominated by the Nominating Committee. Officers shall be elected by a majority of ballots cast from the membership.
5. Candidates for the Student Representative position shall be in good standing as undergraduate or graduate student members of the Society from a recognized Division Chapter. Candidates will be nominated by the Student Committee. The Student Representative shall be elected by a majority of ballots cast only from students in good standing with either a recognized Student Subunit or Chapter within the Division.
6. The Division President, President-Elect, Vice President, and Past President shall serve for a period of one year, and shall be ineligible for election to the office of Vice President for a period of one year after the expiration of their term. The Secretary-Treasurer shall serve for a period of two years and shall be eligible for re-election for a maximum of two consecutive terms and shall be ineligible for re-election for a period of one year after the expiration of a second term.
7. The Student Representative shall serve for a period of one year, be eligible for re-election during the consecutive term, and then shall be ineligible for election to the Student Representative position for a period of one year after the expiration of their term.

8. The officers and representatives shall assume office at such time as the Society's officers are installed.
9. If an elected officer or representative cannot complete their term of office, the Executive Committee is authorized to appoint a replacement until an election is held.
10. Division officers and representatives shall receive no salary or other compensation. Expenses may be defrayed from Division funds when authorized by the Executive Committee.

SECTION IV. Duties of Elected Division Officers and Student Representative.

1. The **President** shall preside at all meetings; serve as Chair of the Executive Committee; represent the Division as a member of the Society's Governing Board; appoint committee chairs; and perform other duties and functions as are authorized, necessary, and further described within the Division Procedures. The President automatically advances to the office of Past President at the conclusion of the term of office.
2. The **President-Elect** shall assume the duties of the President should the President be absent or unable to act; represent the Division as a member of the Society's Governing Board; serve as Co-Chair of the Program Committee; and perform other duties and functions as are authorized, necessary, and further described within the Division Procedures. The President-Elect automatically advances to the office of President at the conclusion of the term of office.
3. The **Vice President** shall assume the duties of the President-Elect should the President-Elect be absent, unable to act, or assumes the Presidency; serve as Chair of the Membership Committee; serve as a member of the Program Committee; and perform other duties and functions as are authorized, necessary, and further described within the Division Procedures. The Vice President automatically advances to the office of President-Elect at the conclusion of the term of office.
4. The **Secretary-Treasurer** shall keep the official records of the Division; conduct Division correspondence; manage the Division budget; collect and be custodian for any fees or assessments authorized by these Bylaws or funds allotted to the Division by the Society; disburse funds only as authorized by the membership or Executive Committee; submit minutes of the annual Division meeting to the Executive Director of the Society within 30 days of the meeting; and perform other duties and functions as are authorized, necessary, and further described within the Division Procedures.
5. The **Past President** shall serve as Chair of the Nominating and Awards committees; serve on the Policy Review Committee; and perform other duties and functions as are authorized, necessary, and further described within the Division Procedures.
6. The **Student Representative** shall serve on the Executive Committee as a non-voting liaison between students and the Division; serve as Chair of the Student Committee; and perform other

duties and functions as are authorized, necessary, and further described within the Division Procedures.

SECTION V. Division Executive Committee.

1. The Division Executive Committee shall consist of the five elected officers (President, President-Elect, Vice President, Past President, and Secretary-Treasurer), the President of each Chapter within the Division, and the Student Representative.
2. All members of the Executive Committee, with the exception of the Student Representative, share equal voting rights. The Student Representative is a non-voting position.
3. Each member of the Executive Committee shall have one vote on Executive Committee decisions, with the exception of the presiding officer. The presiding officer may exercise the right to vote only when his/her vote will either create or break a tie.
4. The Executive Committee is authorized to act for the Division between meetings and transact necessary business.
5. The Executive Committee may levy such special fees as may be necessary to meet any expenses of the Division.
6. A quorum for an Executive Committee meeting shall consist of a majority of the elected officers and one-third of the Chapter Presidents. If unable to attend an Executive Committee meeting, a Chapter President may appoint any Chapter Past President or one of the current Chapter officers to represent the Chapter, with full voting rights. If such substitution is made, the Division Secretary-Treasurer or President shall be notified prior to the meeting.
7. The Executive Committee meets in conjunction with the annual Division meeting and approximately midyear between annual meetings. Such meetings are open to Division members.

SECTION VI. Division Meetings and Voting.

1. The Division shall meet at least once a year at a time and place decided at least two years in advance by the Executive Committee.
2. Special meetings may be called by a two-thirds vote of the Executive Committee, or by the President with the approval of the Executive Committee.
3. When mutually agreeable, the Division may meet jointly with other organizations or with other units of the Society in accordance with the Standing Rules.
4. Decisions at a meeting of the Division shall be by a majority of those voting except in the case of amendments to the Bylaws (see Section VIII), suspension of the Standing Rules (which

requires a two-thirds majority), or as otherwise specified in the latest edition of Robert's Rules of Order.

5. A quorum at the annual meeting of the Division for the transaction of official business shall be at least 20 members in good standing.

6. Election of officers and the Student Representative shall be by mail ballot or electronic ballot/survey. The procedure for the conduct of the officers' ballot shall be determined by the Executive Committee and executed by the Secretary-Treasurer. The procedure for the conduct of the Student Representative ballot shall be determined and executed by the Student Committee.

SECTION VII. Division Standing Committees.

1. Standing Committees, composed of Division members in good standing, shall be organized by the President together with their chairpersons. Standing committees are to assist the President and the Executive Committee in conducting the affairs of the Division. The chair of each Standing Committee should report his/her committees' activities, findings, and recommendations at annual and interim meetings of the Division and Executive Committee. The term of duty for members of Standing Committees shall extend from their appointment to the end of the following annual meeting, unless otherwise specified. Division committees shall work in close coordination with comparable committees of the Society. The structure and operating procedures of all committees are briefly described below, and in detail within the Division Procedures.

2. The Division has established the following Standing Committees:

A. Arrangements Committee. The Chair and at least three members shall be responsible for making all arrangements for the annual meeting, exclusive of program, to include lodging, meals, pre-registration, and registration, publicity and any other needed facilities or equipment.

B. Audit Committee. The Chair and at least two members shall audit the financial records of the Division and report to the Executive Committee concerning the results and any recommendations.

C. Awards Committee. The Chair (Past President) and at least two members shall be responsible for seeking nominees and applications for the annual awards of the Division.

D. Division Archivist. A committee of one shall be responsible for organizing, maintaining, and storing the Division records.

E. Environmental Concerns Committee. The Chair and at least four members shall be responsible for researching issues referred to the committee and developing appropriate responses in accordance with the Division advocacy procedures for Executive Committee action.

F. Grants Funding and Investment Committee. The Chair and at least four members shall be responsible for making investment recommendations to the Executive Committee, quarterly (minimum) review of the Grants Fund investments, and implementing the funding motion approved at the 2001 business meeting. Periodic review of the Division's grants funding criteria and fund-raising activities may be coordinated under the Grants Funding and Investment Committee through ad hoc committees appointed by the President.

G. Membership Committee. The Chair (Vice President) and the Chair of each Chapter Membership Committee within the Division shall undertake to maintain the current membership and recruit new members from those eligible within the Division boundaries. The Chair shall also serve on the Society Membership Committee.

H. Nominating Committee. The Chair (Past President) and at least four members appointed by the Chair shall recommend a slate of candidates for offices of the Division, and a representative of the Division to serve on the Society Nominating Committee.

I. Policy Review Committee. The Chair and at least four members (including the Past President) shall serve as council to the Executive Committee and provide review concerning internal and external policy and advocacy matters and public responses to those issues generated by the Division. The Chair shall also serve on the Society Resolutions Committee.

J. Program Committee. The President-Elect and a member from the host country, state, province, or U.S. associated entity in the West Pacific Ocean shall be appointed by the President as co-chairs. These individuals and at least three members (including the Vice President) shall organize an annual program that will include technical sessions for contributed posters and papers and invited symposia or workshops on topics relating to the field of fisheries.

K. Student Committee. The Chair (Student Representative) and all Student Subunit Presidents within the Division shall facilitate student involvement and participation within the Division.

L. Time and Place Committee. The Chair plus two members shall consider and recommend the time and place of subsequent, annual Division meetings.

SECTION VIII. Division Bylaws, Standing Rules and Procedures.

1. The Bylaws are the defining document for the Division and take precedence over all other Standing Rules and Procedures of the Division. The Bylaws cannot be suspended and cannot be changed without prior notice to members as follows:

A. The Bylaws may be amended by a 2/3 majority of voting members provided that the proposed amendment(s) are circulated in writing to the membership at least 30 days prior to voting.

B. In accordance with the Society Constitution, an adopted amendment shall be reviewed by the Society's Constitutional Consultant for conformity with the Constitution, Rules, and Procedures of the Society. The Constitutional Consultant presents the adopted amendment to the Society Governing Board for approval.

C. Amendments take effect when the Division receives written notice of approval by the Governing Board from the Executive Director of the Society.

2. The Standing Rules are the next highest level of documentation of Division operations. The Standing Rules are generally established to facilitate the conduct of Division business, and to describe duties and responsibilities of officers and committees. The Standing Rules may be suspended or amended as follows:

A. The Standing Rules may be suspended during an Executive Committee meeting until the next annual or special Division meeting by a 2/3 majority of the Executive Committee.

B. The Standing Rules may be suspended for the duration of a meeting by a 2/3 majority of members voting at an annual or special Division meeting.

C. The Standing Rules may be amended by a simple majority of members voting at an annual or special Division meeting.

3. The Procedures are the lowest level of documentation of Division operations. The Procedures are generally established to provide continuity in the conduct of Division business. The Procedures may be suspended or amended by a simple majority vote of the Executive Committee.