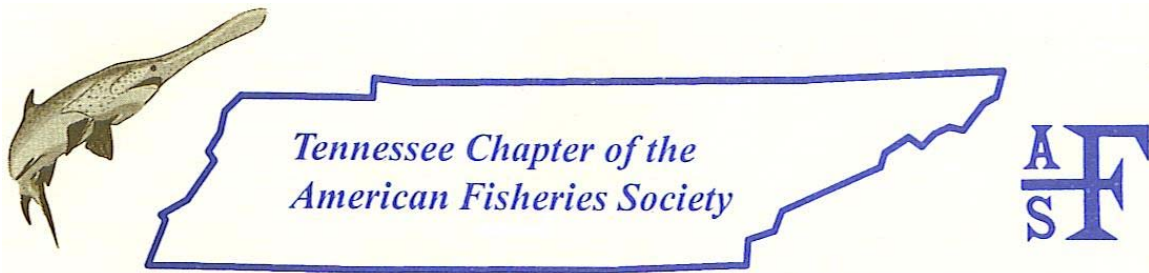


# Procedure Manual

## Tennessee Chapter



## Southern Division

# American Fisheries Society

2007

**TABLE OF CONTENTS**

**PURPOSE AND GOALS ..... 3**

**BYLAWS OF THE TENNESSEE CHAPTER OF THE AMERICAN FISHERIES SOCIETY..... 4**

**OFFICERS ..... 6**

    PRESIDENT..... 6

    PRESIDENT-ELECT..... 7

    SECRETARY-TREASURER ..... 7

    PAST-PRESIDENT..... 9

**COMMITTEES ..... 9**

    EXECUTIVE COMMITTEE..... 9

    NOMINATIONS COMMITTEE ..... 9

    PROGRAM COMMITTEE ..... 10

    ARRANGEMENTS COMMITTEE ..... 10

    HISTORY COMMITTEE ..... 11

    NEWSLETTER COMMITTEE..... 11

    ENVIRONMENTAL CONCERNS COMMITTEE..... 12

    EDUCATION COMMITTEE..... 12

    FINANCE COMMITTEE..... 12

    AWARDS COMMITTEE..... 12

**PROCEDURES..... 13**

    PRESENTATION OF AWARDS..... 13

    AMENDMENT OF BYLAWS ..... 13

    DISSOLUTION ..... 14

## **PURPOSES AND GOALS**

This procedure manual is intended to provide an efficient change of Chapter leadership by outlining responsibilities and necessary deadlines for officers and committees. While providing guidance, the manual should remain flexible to allow creativity and originality within each office or committee. Each officer and committee chair should review their section of the manual annually and make changes that may improve performance.

The objectives of the Tennessee Chapter of the American Fisheries Society are those set forth in Article 1 of the Constitution of the American Fisheries Society, especially to encourage exchange of information by Chapter members (see Section 1 of the Bylaws of the Tennessee Chapter on page 4 of this manual). Any changes in this manual should be to pursue the goals and objectives of the American Fisheries Society and the Tennessee Chapter.

**American Fisheries Society  
Southern Division**

**BYLAWS OF THE TENNESSEE CHAPTER**

Section 1 - Name and Objectives

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

The objectives of the Chapter shall be those of the American Fisheries Society as set forth in Article 1 of the Constitution and to encourage the exchange of information by members of the Society residing within the Tennessee area.

Section 2 - Membership

The membership of the Chapter shall be composed of those American Fisheries Society members in good standing residing within, working in, or having a professional interest in Tennessee fisheries resources.

Section 3 - Meetings

The Chapter shall hold at least one meeting annually at a time and place designated by the Executive Committee. The program and presentation of papers shall be the responsibility of the Program Committee.

Section 4 - Officers

The officers of the Chapter shall consist of President, President-Elect, and Secretary-Treasurer.

Officers shall be elected annually. The Secretary-Treasurer may hold office for a period longer than one year, but the term of the other officers shall be one year. In the case of a vacated position, the Executive Committee shall appoint a qualified replacement to fill an unexpired term.

In the event of a cancellation of an annual meeting the officers and members of any committees shall continue to serve until the next scheduled meeting.

Section 5 - Duties of Officers

The President shall preside at all meetings, shall serve as the Chairman of the Executive Committee, shall represent the Chapter to the Southern Division and to the American Fisheries

Society, and shall make such appointments and perform other duties and functions as are authorized and necessary.

The President-Elect shall be the Chairman of the Program Committee and shall assume the duties of President in the event of his inability to act.

The Secretary-Treasurer shall keep the official records of the Chapter, collect and be custodian of registration fees collected under Section 10 of these Bylaws, and any funds which may be allotted to the Chapter. The Secretary-Treasurer shall disburse funds as may be authorized and necessary and shall submit a record of receipts and disbursements annually. He/she shall perform such duties as may be requested by the Secretary-Treasurer of the American Fisheries Society and of the Southern Division.

#### Section 6 - Executive Committee

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

#### Section 7 - Chapter Committees

Committees and the Chairman of Committees, except as listed in Section 5 of these bylaws, shall be appointed by the President as may be necessary for the conduct of the Chapter activities. The committees shall include but not be limited to Nominations, Program and Arrangements.

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 8 – Election of Members

Application for membership in the American Fisheries Society may be received by the Secretary – Treasurer of the Chapter and shall be forwarded to the Executive Secretary of the Society.

#### Section 9 –Voting and Quorum

Decisions at Chapter meetings shall be in accordance with Article VI, Paragraph 4, of the Constitution of the American Fisheries Society.

A quorum at any Chapter meeting for the transaction of official business shall be at least 10 members in good standing.

#### Section 10 – Registration

The Executive Committee may assess each registrant attending meeting(s) of the Chapter a registration fee necessary to cover the costs of the meeting(s) and Chapter activities. Collections shall be made by the Secretary-Treasurer and disbursements shall be made for

financing Chapter operations, as may be directed by the membership or authorized by the Executive Committee.

### Section 11 - Amendments of the Bylaws

The Bylaws of the Chapter may be amended and approved in accordance with Article VI, Paragraph 4, of the Constitution of the American Fisheries Society and by Section 9 of these Bylaws.

## **OFFICERS**

### **President**

- (a). Oversees all aspects of Chapter operations, especially planning of the annual Chapter meeting by the President-Elect and the Program Committee, fund raising, publicity, and writing position statements.
- (b). Presides at the annual Chapter business meeting in accordance with Section 11 of the Bylaws, usually in January or February.
  - 1. Knows how to conduct a meeting (familiar with Robert's Rules of Order and Chapter Bylaws).
  - 2. Introduces any visiting AFS officers from the Parent Society or Southern Division and gives them an opportunity to address the membership.
  - 3. Installs the new President in a dignified ceremony.
  - 4. Presents plaques or awards to outgoing officers or other worthy recipients.
  - 5. Acknowledges work of committee chairs and members.
- (c). Gives new officers and committee chairs copies of the Procedure Manual at the annual Chapter meeting and discusses it with them.
- (d). Chairs the Chapter's Executive Committee, holds meetings and seeks advice as needed. An Executive Committee meeting should be held in May to begin planning for the next annual Chapter meeting in January or February.
- (e). Regularly maintains contact with and fully informs the President-Elect of Chapter activities so that, if the need arises, that officer can perform the duties of the President competently.
- (f). Appoints chairs and members of all standing and special committees at the annual Chapter meeting or as soon as possible, after the need arises.
- (g). Notifies the Southern Division Secretary-Treasurer of new officers or committee chair appointees when they are initiated or appointed.
- (h). Communicates regularly with committee chairs, insuring that they are actively pursuing their responsibilities.

- (i). Appoints a newsletter editor at the annual Chapter meeting or when the need arises.
- (j). Is involved in writing appropriate position statements or recommendations to developers or regulatory agencies in consultation with the Environmental Concerns Committee.
- (k). Sends out resolutions passed by the membership to appropriate recipients. Resolutions should be sent out within 30 days of being passed.
- (l). Be aware of Society safeguards concerning lobbying activities by the Chapter to protect the society's tax-exempt status. The President should consult with Southern Division or Parent Society officers before getting involved in political activities.
- (m). Serves as voting member of the Southern Division's Executive Committee and attends all meetings of that committee, if possible. If unable to attend, seeks Chapter representation by another Chapter Executive Committee member to take the President's place.
- (n). Prepares a report of the Chapter's activities for presentation at the annual Southern Division meeting, which should be attended if possible.
- (o). Acts as a non-voting member of the Society Executive Committee and attends both the fall and mid-term meetings, if possible.

**President-Elect**

- (a). Assumes the duties of President if the current President is unable to complete the term.
- (b). Serves on the Chapter Executive Committee.
- (c). Serves as chair of the Program Committee to plan the annual Chapter meeting.
- (d). Works closely with the Arrangements Committee to coordinate meeting plans and program topic with the time and location of the meeting.
- (e). As chair of the Program Committee, extends an invitation to Southern Division and Society Presidents and the Executive Director, to attend the annual Chapter meeting on or before November 1.
- (f). Runs technical sessions of annual meetings or delegates this responsibility. Selects judges to evaluate all papers at the annual Chapter meeting.
- (g). Assumes the Chapter presidency upon expiration of the current President's term.

**Secretary-Treasurer**

- (a). Prepares and distributes minutes of all Chapter and Executive Committee meetings to the Chapter Executive Committee within 30 days after the meeting.

- (b). Sends minutes of the annual Chapter meeting to the Society's Executive Director within 30 days after the annual Chapter meeting. Minutes and newsletters should also be sent to the Southern Division Secretary-Treasurer.
- (c). Prepares correspondence as requested by officers of the Chapter.
- (d). Informs the Executive Director, Southern Division President, and Parent Society staff of changes in officers, dates and locations of meetings, and other necessary information. Notify changes of officers within 30 days.
- (e). Responsible for pre-registration and registration for the annual Chapter meeting.
- (f). Determines if a quorum is present at the annual Chapter meeting.
- (g). Maintains letterhead and other supplies necessary for Chapter functions.
- (h). Orders a Past-President's plaque from the Society's Administrative offices at least eight weeks prior to the annual Chapter meeting.
- (i). Maintains historical records of the activities, minutes, individuals, and other aspects of the Chapter, and forwards these records to the incoming Secretary-Treasurer and to the Society headquarters, as requested.
- (j). Serves as liaison to the Newsletter Committee. Keeps in close contact to insure the mailing list is properly maintained. The mailing list should include Chapter members, Society members, resource agencies, appropriate news media, university departments, and Southern Division and Parent Society officers.
- (k). Maintains a supply of Chapter Procedure Manuals and is familiar with their contents for consultation at Chapter meetings.
- (l). Receives, holds, and disburses funds as needed for Chapter functions as approved by Parent Society rules and the Chapter's Executive Committee.
- (m). Maintains financial records and is responsible for the Chapter bank account.
- (n). Files sales tax refund documents with the Tennessee Department of Revenue by the following deadlines: Chapter receipts received between July 1 - December 31 should be filed no later than April 15 of the following year; Chapter receipts received between January 1 - June 30 should be filed no later than October 15 of the same year.
- (o). Prepares financial reports for Executive Committee meetings and annual Chapter meetings.
- (p). Circulates a sign-up list for committees at each annual Chapter meeting and delivers the list to the incoming President for consideration for committee appointments.

## **Past-President**

- (a). Is a member of the Chapter Executive Committee, advises standing committees, and gives assistance when needed.

## **COMMITTEES**

### **Executive Committee**

This committee comprises the President, President-Elect, Secretary-Treasurer, and Past-President. It oversees all Chapter duties and functions. Special meetings should be called in addition to the following scheduled meetings when the need arises.

**February** (annual Chapter meeting) - The committee should meet within a day or two before the annual Chapter business meeting to discuss concerns and finalize the agenda for the business meeting.

**June** – The committee should meet to decide on time and place and topic for the next annual Chapter meeting as proposed by the Arrangements and Program Committees. They should review progress and direction to other Chapter committees. Also, they should assess membership needs and discuss or take action on any appropriate Chapter matters such as resolutions or environmental concerns.

**September** – Reviews progress and give further direction to all Chapter committees. Discuss annual Chapter meeting and begin or continue final preparations for the meeting. Compile information for the President’s annual report to the Southern Division.

**December** – Reviews progress and give further direction to all Chapter committees. Discuss annual Chapter meeting program and arrangements; make final preparations for the meeting. Review information for the President’s annual report to the Southern Division.

### **Nominations Committee**

This three-member committee is appointed by the Chapter President. It selects no more than two candidates for each elective position (President-Elect and Secretary-Treasurer) and attains prior approval from the selected candidates in accordance with Chapter Bylaws Section 7. It insures that all candidates are Chapter members. The following committee deadlines should be met:

**September 1** – Candidates for office are selected and requested to make short biographies and summaries of their qualifications (one to two paragraphs).

**November 1** – Names and biographical sketches of candidates are submitted to the newsletter editor.

**January 15** – Deadline for members to return mail ballots to the chair of the Nominations Committee.

**February** (annual Chapter meeting) – Introduce candidates and present election results at the annual business meeting.

### **Program Committee**

This committee comprises three members appointed by the President, including the President-Elect as chair in accordance with Chapter Bylaws Section 7. The chair may enlist further members on an ad hoc basis to perform specific tasks. The committee plans the program topics and technical papers agenda. It should work in close communication with the Arrangements Committee. The committee should meet the following deadlines:

**May 1** – Select and report topic for annual Chapter meeting to the Executive Committee.

**June 1** – Provide program topic and call for papers to the newsletter editor.

**September 1** – Provide last call for papers to the newsletter editor.

**October 1** – Provide tentative agenda and proposed list of speakers to the Executive Committee for its fall meeting. Start soliciting for raffle prizes or auction materials.

**November 1** – Invited speakers are committed, program agenda is completed and sent to the newsletter editor along with any other advertising or information pertaining to the annual Chapter meeting. Invite Southern Division and Parent Society Presidents and Executive Director to the annual Chapter meeting.

**January 15** – Print annual Chapter meeting agenda to be distributed at the meeting.

**February** (annual Chapter meeting) – Conduct annual Chapter meeting. President-Elect, as chair of the committee, serves as or selects a moderator for the technical sessions. Poll the members on where they would like the next meeting.

### **Arrangements Committee**

This committee is composed of three Chapter members appointed by the President in accordance with Chapter Bylaws Section 7. Further members may be called on by the chair to assist on an as hoc basis to perform specific tasks. The committee selects the time and place for the annual Chapter meeting. The committee will be responsible for making necessary contacts to provide meeting places, audio-visual equipment, accommodations, meals, social events, or other arrangements to create a successful meeting. The committee should meet the following deadlines:

**May 1** – Check with Southern Division technical committee chair and President in an attempt to schedule the annual Chapter meeting at a time that does not conflict with other Southern Division meetings. Based on coordination with the Southern Division, begin contacts with potential meeting establishments, hotels, and caterers to reserve time and

place for the next annual Chapter meeting. Report tentative date and location to Executive Committee for their May meeting.

**September 1** – Make or confirm final reservations of meeting rooms, hotels, caterers, etc. Provide final time and place for the annual Chapter meeting to the Executive Committee.

**November 1** – Send time, place, maps or directions, how to make reservations for accommodations, pre-registration deadlines, and any other pertinent information to the newsletter editor.

**January 15** – Confirm reservations with meeting establishment, hotels, or caterers and maintain contact as needed to insure that all facilities and services will be provided as requested. Make any other final preparations as needed.

### **History Committee**

A history editor appointed by the Chapter President will serve as chair and appoint committee members as needed. The History Committee researches and maintains the chapters historical record.

### **Newsletter Committee**

A newsletter editor appointed by the Chapter President will serve as chair and appoint committee members (correspondents). Correspondents should gather news from all universities and state, federal, and private agencies with Chapter members. The Newsletter Committee will be responsible for publishing a quarterly newsletter. It will also maintain an up to date Chapter mailing list in close contact and coordination with the Secretary-Treasurer. The editor, at the discretion of the President, will send noteworthy articles to Fisheries and the editor of the Southern Division AFS newsletter. The committee should meet the following deadlines:

**March 1** – Gather highlights of the annual Chapter meeting and other Chapter news from correspondents, committee chairs, and officers. The editor sends a news report of the annual Chapter meeting to Fisheries and the editor of the Southern Division AFS newsletter.

**March 21** – Mail out newsletter. The newsletter should highlight a summary of the annual Chapter meeting and contain any other appropriate business or news.

**June 1** - Gather news from correspondents, committee chairs, and officers.

**June 21** – Mail out newsletter containing announcement of topic for next annual Chapter meeting, first call for papers, committee progress reports or news, officer's and correspondent's reports, and any news from the Southern Division or Parent Society office.

**September 1** - Gather news from correspondents, committee chairs, and officers.

**September 21** - Mail out newsletter containing topic, time and place for the annual Chapter meeting, last call for papers, and any Chapter, Division, or Parent Society news.

**November 1** - Gather news from correspondents, committee chairs, and officers, including final information on the next annual Chapter meeting.

**December 1** – Send out newsletter containing annual Chapter meeting information, pre-registration forms, ballots for officers, and any other appropriate news.

### **Environmental Concerns Committee**

The committee chair will be appointed by the Chapter President. The chair will enlist other members as needed. The committee should represent the diverse interests of the Chapter membership. The committee will work in close contact with the Chapter President to draft letters containing position statements or resolutions concerning environmental issues in Tennessee. Deadlines will be established on an as needed basis for position statements and resolutions.

The committee chair should send appropriate news to the newsletter editor by March 1, June 1, September 1, and November 1, for each of the quarterly newsletters.

### **Education Committee**

The committee chair will be appointed by the Chapter President. The chair will enlist other members as needed. The committee should represent the diverse interests of the Chapter membership. The committee will work in close contact with the Chapter President to provide continuing education opportunities for Chapter members in conjunction with the annual Chapter meeting. Educational opportunities for the public and user groups of Tennessee fisheries resources may also be initiated. Deadlines will be established on an as needed.

The committee chair should send appropriate news to the newsletter editor by March 1, June 1, September 1, and November 1, for each of the quarterly newsletters.

### **Finance Committee**

The Finance Committee shall be represented by the Chapter Secretary-Treasurer, who will be the committee chair, and two active chapter members. The two other members will be appointed by the Chapter President with input from the Executive Committee and will serve staggered two-year terms to ensure continuity with long-term Chapter investments. The Finance Committee shall be charged with assessing the financial investments of the Chapter and with making recommendations to the Executive Committee on investing Chapter funds to benefit Chapter events and other membership-endorsed initiatives. The committee shall meet on an annual basis, unless otherwise directed by the Finance Committee Chair or the Executive Committee.

## **Awards Committee**

The committee chair will be appointed by the Chapter President. The chair will recruit a minimum of five individuals without conflicts of interest (e.g., presenters or paper co-authors) to judge each presentation at the annual Chapter meeting. The committee will work closely with the Program Committee chair to ensure that all papers are considered for either the best student or the best fisheries professional presentation of the year. After all papers have been judged, one judge will compile the scores from the judges' sheets, convene a discussion with the other judges and provide a consensus recommendation to the Executive Committee for the best paper awards. The committee will periodically review and recommend changes to the judging criteria as necessary.

Three months before the annual Chapter meeting, the committee chair will solicit nominations from the membership for the Outstanding Fisheries Scientist, Lifetime Achievement, Distinguished Service and Friend of Fisheries awards. The committee will review the award nominations and recommend to the Executive Committee the recipients of these awards.

## **PROCEDURES**

### **Presentation of Awards**

Best Student Paper Award – Shall recognize the best presentation by a student at the annual Chapter meeting. Every effort should be made to confer this award at the same meeting where the paper was presented.

Outstanding Fisheries Scientist – To be bestowed on biologists in their early to mid career for making significant contributions over several years or in the past year.

Lifetime Achievement Award - Nominees should either be retired or within five years of retirement and have had a long history of significant contributions.

Distinguished Service Award - For individuals that served as a Chapter officer for more than five years or served the Chapter as chair of a long-standing Chapter committee for more than five years.

Friend of Fisheries Award – Presented, on an as needed basis, by the Executive Committee. The award shall be made to non-Chapter member(s) who have distinguished themselves by service or commitment to the Chapter or the fisheries resources of Tennessee.

### **Amendment of Bylaws**

The Bylaws of the Chapter may be amended upon recommendation of three-fourths of the Executive Committee. Proposed amendments shall be circulated in writing to the membership at least 30 days prior to any regular meeting at which a vote is to be taken. Such amendments shall pass upon approval by a two-thirds majority of the members present at any regular meeting, provided a quorum is present. If voting is by mail ballot, members must be given at least 30 days to return their ballots.

A petition for amendment of the Bylaws signed by no less than 50 per cent of the members irrespective of any action relative thereto taken by the Executive Committee shall be circulated to the membership at least 30 days prior to a regular meeting. Such amendments shall pass upon approval by a two-thirds majority of the members present at any regular meeting, provided a quorum is present. If voting is by mail ballot, members must be given at least 30 days to return their ballots.

Following approval by Chapter membership, Bylaws amendments must be submitted to the Society's Executive Director within 45 days of Chapter approval of the amendment.

Amendments of Chapter Bylaws must be reviewed by the Governing Board for conformity with the Society's Constitution, Bylaws, and Rules, and do not take effect until the Executive Director sends written notice of the Governing Board's approval.

### **DISSOLUTION**

Upon dissolution of the Chapter, all assets and records will revert to the American Fisheries Society (presently exempt from federal tax under the provisions of Section 501 (c) (3) of the Internal Revenue Code) for the disposal in the best interest of the Chapter's former members or of the Society, as described by the Governing Board.