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## CHAPTER OFFICERS

The diversity of Chapter operations is usually greater than among the Divisions. To some officers these suggestions will be superfluous but to others they should be helpful reminders.

### President

1. Upon assuming office, the new president should:
  - a. Present the out-going president with the past-president's certificate.
  - b. Announce appointments of standing committee chairpersons.
  - c. Make appointments of ad hoc committee chairpersons at this time if possible.
  - d. Complete committee appointments within one month. Notify Division secretary of committee chair appointments.
2. Be specific in your charges to your committee chairperson and keep abreast of committee activities.
3. Keep Division president and secretary informed on Chapter activities.
4. Be familiar with Chapter and Division bylaws and American Fisheries Society constitution and bylaws.
5. You will represent the Chapter in society affairs as requested.
6. Be aware of Society safeguards concerning lobbying activities by the Chapter to protect the Society's tax-exempt status.
7. As a voting member of the Executive Committee of the Division, you are expected to attend and participate in any meetings of same called by the Division president.
8. Present a brief written report of Chapter activities at the annual Division Executive Committee meeting.
9. Know how to conduct a meeting i.e., be familiar with Robert's Rules of Order.
10. Schedule and preside over all Executive Committee meetings.
11. You are responsible for arrangements and agenda for Chapter meetings:
  - a. Adhere to a time schedule.
  - b. Introduce any AFS and Division officers present and give them an opportunity to address the membership.
  - c. Install the new president in a dignified ceremony. The president-elect will be escorted to the rostrum by two past-presidents.
12. Acknowledge the work of your officers and committee chairmen by letter at the end of the year.
13. Inform your successor of action taken at the previous Division Executive Committee meeting and see that he/she gets minutes of same.

14. You will serve on the Chapter Executive Committee for an additional year as immediate past president.
15. Appoint and maintain a chapter representative on all NCD technical committees. This is outlined in the NCD bylaws. Current active NCD technical committees are: Centrachid, Esocid, Genetics, Ictalurid (New), Rivers and Streams, Salmonid, and Walleye.
16. Request chapter membership rebate each year from the parent Soc.

### **President/Elect**

1. Serves as program coordinator.
2. Preside over Chapter and Executive Committee meetings in the absence of the President.
3. Be familiar with the Chapter bylaws.
4. Issue first call for papers 4-6 months prior to conference and include instructions to participants.
5. Issue final call for papers 2-3 months ahead of conference.
6. Coordinate activities with arrangements committee.
7. Complete program in time for printing deadline.
8. Acknowledge work of committee members at end of the year.

### **Immediate Past President**

1. Recommend changes in the bylaws to the membership.
2. Update the procedures manual to reflect changes in responsibilities of officers and committees.
3. Distribute copies of the procedures manual to new officers and committee chairmen.
4. Attend meetings of the Executive Committee.

### **Secretary/Treasurer**

1. Furnish a copy of the minutes of the annual business meeting to the Executive Director of the Society and Division secretary within 30 days after the meeting.
2. Keep minutes of all official meetings and retain all Chapter records. Copies of minutes should be furnished to Executive Committee members. Annually deposit Chapter records in the archives at UW-Stevens Point.
3. Coordinate with the Resolution Committee Chairperson to assure copies of Chapter resolutions are promptly forwarded to the Division Secretary and the Executive Director. Indicate those for which the Division and Society support is requested.
4. Ascertain if there is a quorum present for official actions and furnish ballots for elections.
5. Keep a supply of Chapter bylaws on hand and be familiar with their content. Forward proposed amendments of same, promptly to the Executive Director for action by the Society's Executive Committee.

6. Maintain a membership roster for the Chapter. Society bylaws stipulate that only an AFS member in good standing can be an officer or have a vote. If a member has not paid Chapter dues over a three-year period, the name should be removed from the Chapter roster.
7. Order a Past-President's Certificate, and certificates for the Steven L. Serns Memorial Best Paper, best student paper and Bill Threinen award prior to the annual meeting.
8. Submit a financial report at the annual business meeting.
9. Deposit Chapter funds in an interest-bearing account if the bank does not charge a check-writing fee for the relatively few checks drawn during the course of the year. Use Federal Employers Identification number assigned to the Chapter in lieu of a Social Security number.
10. Obtain authorization from appropriate Executive Committee member for intermittent small withdrawals to cover expenses.
11. Outstanding bills should be brought to the attention of the Executive Committee at their meetings.

## **CHAPTER COMMITTEE CHAIRPERSONS**

### **Membership Committee Chairperson**

1. Obtain a representative from each group in State (i.e., Federal, State, university, private) to serve on the State committee.
2. Consult with previous chairperson for records on membership recruiting activities the previous year.
3. Encourage, by letter, active participation by each committee member.
4. Furnish AFS membership applications to each committee member.
5. Give some guidelines to the committee such as: 1) provide lists of current AFS members in the state; 2) contact prospects personally by telephone and/or mail; 3) send applications and money to Executive Director and notify the chairperson.
6. Present a report at the annual meeting of the State Chapter.
7. Furnish names and addresses to the secretary so that he/she can notify the individual responsible for mailing the newsletter and for meeting announcements.
8. Acknowledge work of committee members at the end of the year.

### **Nominating Committee Chairperson**

1. Suggest that each committee member submit the names of nominees for each office.
2. Compile this list (along with your nominees) and offer this list to the committee for a vote on their preferences.

3. Select the top two candidates for each office on the basis of votes received from the committee, confirm the willingness of selected candidates to serve if elected, and offer this slate to the membership at the annual meeting. If membership balloting is by mail, coordinate your activities with the secretary/treasurer.
4. Prepare a report for the annual Chapter meeting. Select a substitute from the committee if you cannot attend. Present the nominees for office and provide for nominations from the floor.
5. Acknowledge the work of the committee personally or by letter.

### **Resolutions Committee Chairperson**

1. Consult pp. 328 and 329 in "A Century of Fisheries in North America" which define and describe the nature of resolutions and their format.
2. Advise your committee to watch and record important issues and problems that arise during the year on the regional, state, and local levels.
3. Contact your committee and the Chair of the Environmental Issues Committee prior to annual meetings to compile suggestions and prepare rough drafts of resolutions.
4. If possible, call a committee meeting to discuss the issues and prepare the resolutions, otherwise, it will have to be done by correspondence.
5. Prepare the final draft carefully. Special attention is needed to assure a resolution contains the desired wording. Present same to the membership at the annual meeting. There also may be a need for the passing of current, urgent Resolutions at other Chapter meetings. Appropriate resolutions should be accompanied with a recommendation for further support from the Division and/or the Parent Society, if so desired.
6. Be familiar with Society guidelines concerning lobbying activities so that any action taken as a result of a resolution does not endanger tax/exempt status of the Society but still will fulfill the Chapter's objective.
7. Acknowledge work of committee members at the end of the year.

### **Arrangements Committee Chairperson**

1. Make appointments to cover most, if not all, the following details:  
Lodging Meeting room assignments, audio/visual equipment, and operators Banquet and entertainment Social hours or mixers Exhibits Program printing Field trips
2. Stay within budget allotted by Executive Committee.
3. Schedule and preside over meetings of this committee.
4. Keep General Chairperson informed on progress.
5. Schedule final meeting before conference to finalize arrangements.
6. Be prepared to handle special emergencies.
7. Acknowledge work of committee members at the end of the year.

### **Newsletter Editor/Communication Committee Chairperson**

1. Publish the newsletter electronically on the Chapter website in pdf format.
2. Publish the first newsletter in April and include minutes of the annual meeting, President's report, Secretary/Treasurer's financial report, list of committee chairs, Parent Society and Division news, schedule of upcoming events, and other appropriate Chapter business.
3. Publish the second newsletter in September and include a first call for papers, preliminary information on the annual meeting, President's message, schedule of upcoming events, Parent Society and Division news and other appropriate Chapter business.
4. Publish the final newsletter in December and include final registration information on the annual meeting, a meeting agenda and preview of paper titles, the President's message and other appropriate Chapter business.
5. Present a report at the Chapter annual meeting.
6. Acknowledge work of committee members at the end of the year.

### **Revenue Committee Chairperson**

1. Organize a fund raising raffle for the Chapter annual meeting.
2. Solicit donations and prizes.
3. Stay within the seed money budget allotted by Executive Committee.
4. Set up and run the raffle at the annual meeting.
5. Report expenses and submit funds raised to the Secretary/Treasurer.
6. Explore new and innovative methods of raising funds for the Chapter and obtain Executive Committee approval before initiating fund raising efforts.
7. Present a report at the Chapter annual meeting.
8. Acknowledge work of the committee members at the end of the year.

### **Awards Committee Chairperson**

1. Coordinate volunteer judges to evaluate oral papers presented at the Chapter annual meeting.
2. Summarize judges scores to determine recipients of the Steven L. Serns Memorial Best Paper and Best Student Paper awards.
3. Report the award nominee to the Secretary/Treasurer so the monetary award and certificate can be presented at the next Chapter annual meeting.
4. Solicit applications for the North Central Division Meeting Student Travel Grant Award. Judge applicants against committee criteria and select a deserving student.
5. Present a report at the Chapter annual meeting.
6. Acknowledge work of the committee members at the end of the year.

### **Web Committee Chairperson**

1. Solicit from membership ideas and material to include on Chapter web page
2. Archive official Chapter documents (including newsletters, meeting minutes, long-range plan, resolutions, position statements and Chapter history) on Chapter web page.
3. Regularly update Chapter web page.
4. Notify Chapter membership when new material (e.g., newsletter, resolutions) is posted on the web page.
5. Present a report at the Chapter annual meeting.

### **Continuing Education Chairperson**

1. Solicit input from members on topics of interest for continuing education courses.
2. Select a course, location and instructor(s) and announce for enrollment.
3. Stay within the budget allotted by the Executive Committee.
4. Administer the financial aspects of course fees and instructor fees, working closely with the Secretary/Treasurer.
5. Present a report at the Chapter annual meeting.
6. Acknowledge work of the committee members at the end of the year.

### **Environmental Issues Chairperson**

1. Monitor fisheries and aquatic resource news and publish this information on Chapter web page and in the Chapter newsletter.
2. Keep Chapter informed (via the web page and newsletter) of public meetings, draft reports and environmental initiatives that address fisheries and/or aquatic resources in the state or region.
3. Work with the Resolutions Committee to prepare Chapter resolutions
4. On issues relating to aquatic resource stewardship, partner on position statements and legislative/executive branch contacts w/other professional societies and non-governmental organizations, where possible and appropriate.
5. Be familiar with Society guidelines concerning lobbying activities so that any action taken by the committee does not endanger tax/exempt status of the Society but still will fulfill the Chapter's objective.
6. Present a report at the Chapter annual meeting.

*Prepared by: Executive Committee, January 2003  
Wisconsin Chapter AFS*