

# **BYLAWS**

## **Wisconsin Chapter of the American Fisheries Society**

Revised 02/2019

### **ARTICLE 1: NAME AND OBJECTIVES**

1. The name of this organization is the WISCONSIN CHAPTER OF THE AMERICAN FISHERIES SOCIETY, hereinafter referred to as the Chapter and Society, respectively.
2. The objectives of the Chapter are:
  - a. Those of the Society as set forth in ARTICLE 1 of the Constitution of the Society.
  - b. To encourage the exchange of information by members of the Chapter and Society residing or working in the Wisconsin area.

### **ARTICLE 2: MEMBERSHIP**

1. Individuals interested in the Chapter and its objectives may become members of the Chapter by paying annual dues to the Chapter (see ARTICLE 9 of these bylaws). All Chapter members are encouraged to also become members of the Society.

### **ARTICLE 3: STUDENT SUBUNITS**

1. The Chapter recognizes the following student subunits.
  - a. University of Wisconsin – Stevens Point.
  - b. Northland College.
  - c. University of Wisconsin – Green Bay.
  - d. University of Wisconsin – Stout.
  - e. University of Wisconsin – Madison.
2. Student subunit officers must be members in good standing (i.e., paid dues) of the Chapter and the Society. The Chapter shall pay Society annual dues for each officer for both calendar years of their term.
3. Institutions without a recognized student subunit may petition the Executive Committee to be recognized as a student subunit of the Chapter under Society Rule 6.a.iii.1. Details for this petition are available from the Chapter President.

4. A student subunit may lose recognition by the Chapter after four years of inactivity at the Chapter level by members of the subunit and after the President and Student Affairs Committee have exhaustively tried to re-engage the subunit in Chapter business.

## **ARTICLE 4: OFFICERS, DUTIES, AND ELECTIONS**

1. The Chapter shall have the following officers, terms of office, and duties.
  - a. The PRESIDENT shall serve a one (1) year term and preside at all meetings, serve as the Chair of the Executive Committee (see Article 5 of these bylaws), represent the Chapter to the North Central Division and Society, and make appointments and perform duties and functions as are authorized by the Executive Committee and necessary.
  - b. The PRESIDENT-ELECT shall serve a one (1) year term and assume the duties of the President in the event the President is unable to serve, chair the Annual Meeting Arrangements Committee, and assist with other functions at the request of the President.
  - c. The PAST-PRESIDENT shall serve a one (1) year term and chair the Nominating Committee and assist with other functions at the request of the President.
  - d. The SECRETARY-TREASURER shall serve a two (2) year term and keep the official records of the Chapter, collect and be custodian of registration fees collected under ARTICLE 9 of these bylaws and any funds which may be allotted to the Chapter, disburse funds as necessary and authorized by the Executive Committee, submit a record of receipts and disbursements at the Annual Business Meeting, and perform such duties as may be requested by the Secretary-Treasurer of the Society and of the North Central Division. There is no limit on the number of terms that a member may serve as Secretary-Treasurer.
2. All officers must be members in good standing (i.e., paid dues) of the Society.
3. Members of the Chapter may be nominated by the Nominating Committee, or by a Chapter member, for election as President-Elect or Secretary-Treasurer at the Annual Business Meeting. Nominees may be asked to address members at this meeting. In the event that two candidates are nominated for the same office, members will vote for one candidate by written ballot. Votes will be tallied by the Nominating Committee and announced to the membership at the same Annual Business Meeting. Terms of office shall begin immediately after the elections at the Annual Business Meeting.
4. In the event of a cancellation of an Annual Business Meeting or a quorum is not present at the Annual Business Meeting, an election using electronic ballots may be held by the Nominating Committee as described in Article 8 of these bylaws. If an election is not held, the officers and the members of any committee shall continue to serve until the next Annual Business Meeting.
5. In the event of a vacated officer position, the Executive Committee shall appoint a qualified replacement to fill the unexpired term.



## **ARTICLE 5: EXECUTIVE COMMITTEE**

1. The Executive Committee of the Chapter shall consist of the Chapter officers and presidents of the student subunits.
2. The Executive Committee is authorized to act for the Chapter between Annual Business Meetings and to perform appropriate duties and functions.
3. A quorum is required for transaction of official business at an Executive Committee meeting. A quorum shall consist of at least three (3) Chapter officers and at least two (2) student subunit presidents. Executive Committee members may appoint a proxy.
4. Each member of the Executive Committee shall have one (1) vote on Executive Committee decisions. In the event of a tie, the President's vote may be the deciding vote.

## **ARTICLE 6: COMMITTEES**

1. Standing committees help the Executive Committee conduct Chapter business. The Chapter has established the following standing committees:
  - a. Annual Meeting Arrangements
  - b. Awards
  - c. Continuing Education
  - d. Membership
  - e. Newsletter and Communication
  - f. Nominations
  - g. Raffle and Revenue
  - h. Resolutions / Environmental Issues
  - i. Scholarship
  - j. Student Affairs
  - k. Website
2. Additional standing committees as may be necessary for the conduct of Chapter business may be formed by the Executive Committee and approved for these bylaws as described in ARTICLE 11 of these bylaws.
3. Committee chairs, with the exceptions of the Nominating and Annual Meeting Arrangements committees (as described in ARTICLE 4 of these bylaws), shall be appointed by the President. Committee members shall be recruited by and serve at the pleasure of the Committee chair.
4. Committee chairs shall report their committee's activities, findings, and recommendations at the Annual Business Meeting and meetings of the Executive Committee. Committee chairs shall submit a written report to the Secretary-Treasurer prior to the Annual Business Meeting.
5. Special committees may be formed by the President at any time for specific, time-limited purposes. A special committee shall be disbanded upon completion of the specified project and subsequent report to the Executive Committee or Chapter.

## **ARTICLE 7: MEETINGS**

1. The Chapter shall hold at least one (1) meeting annually (the Annual Meeting) at a time and place suggested by the Annual Meeting Arrangements Committee and approved by the Executive Committee.
2. The Chapter shall hold a business meeting (the Annual Business Meeting) with the membership at the Annual Meeting.
3. The President with the approval of the Executive Committee may call special membership meetings.

## **ARTICLE 8: VOTING AND QUORUM**

1. 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.
2. A quorum at any meeting for the transaction of official business shall be 50 members of the Chapter.
3. Voting may be conducted electronically upon decision by the Executive Committee. In these instances, a quorum shall be one-third (1/3) of members voting during a fifteen (15) day electronic voting period.
4. Decisions at meetings are by simple majority of members voting, except a two-thirds (2/3) majority is required in special cases such as amending bylaws and suspending a rule.

## **ARTICLE 9: DUES AND FEES**

1. The Executive Committee shall establish annual dues subject to the approval of members voting at the Annual Business Meeting.
2. The Executive Committee, with consultation from the Annual Meeting Arrangements Committee, may establish a registration fee from each registrant attending the Annual Meeting.
3. Annual dues and Annual Meeting registration fees shall be collected by the Secretary-Treasurer. Members paying annual dues shall be communicated to the chair of the Membership Committee to maintain an accurate membership database.

## **ARTICLE 10: BYLAWS AND PROCEDURES**

1. 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. The bylaws can be changed or amended as described in Article 11 of these bylaws.
2. Procedures are the lowest level of documentation of Chapter operations. They are generally established to provide continuity in the conduct of Chapter business. The Procedures may be suspended or amended by a simple majority vote of the

## **ARTICLE 11: BYLAWS AMENDMENTS**

1. Proposed amendment(s) must be circulated in writing to the membership at least 30 days prior to voting. The bylaws may be amended by a two-thirds (2/3) majority of members choosing to vote, provided that a quorum was reached (see Article 8 of these bylaws).
2. In accordance with item 14.b.vii of the Society's Rules, 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.
3. Amendments take effect when the Chapter receives written notice of their approval by the Management Committee from the Executive Director.

### **Acceptance and Revisions Timeline**

**Approved Revision:** February, 2005

**Approved Revision:** February 20, 2019 (Membership); March 18, 2019 (AFS Management Committee)