

OHIO CHAPTER AMERICAN FISHERIES SOCIETY

PROCEDURES AND BYLAWS



19 January 2017

FOREWORD

Bylaws and Procedures of the Ohio Chapter of the American Fisheries Society are presented in this manual. Bylaws form the constitutional framework of the Chapter and integrate the role of the Chapter in the North Central Division of the American Fisheries Society and the Parent Society. Procedures specify Chapter Officer and Committee duties in addition to general Chapter duties. Chapter procedures were last updated in 1998 and bylaws have been periodically amended since then. The current (2012) update aligns the officer and committee duties with the Chapter Strategic Plan, revises officers and Governing Board members, and generally updates pertinent Chapter information. President-elect Joe Conroy led the revision process; however, bylaw revision involved membership input, voting, and approval, review by Parent Society Constitutional Consultant Jessica Mistak, approval by the North Central Division, and approval of the Parent Society Governing Board. The 2017 update modified only the Procedures Manual.

Chapter Foundation: 10 September 1974

Updates: John Navarro, Scott Hale, and Mike Wilkerson; 21 May 2004
Joe Conroy, 2012
Joe Conroy and Jo Ann Banda, 2017

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I. OVERVIEW AND HISTORY

The Ohio Chapter of the American Fisheries Society

The American Fisheries Society (AFS) was founded in 1870 to promote fisheries research and management, encourage comprehensive education, and disseminate information. More than 100 chapters, divisions, and subunits comprise the Society. Chapters serve within small geographic regions, typically states or provinces, to advance Society goals by coordinating activities related to facilitate communication, education and outreach, wise use of aquatic resources, and represent local needs to division leadership while generally advancing the fisheries profession. Divisions serve a similar role to chapters, but in a larger geographic region to facilitate communication and coordinate membership needs. Sections coordinate activities among members of similar interests to facilitate communication, stimulate information exchange, and share expertise without constraints of geographic regions.

The Ohio Chapter of the American Fisheries Society (OCAFS) is an organization of professionals, educators, students, and conservationists who seek to promote conservation of fisheries and aquatic resources of Ohio by providing information, professional services, and aquatic stewardship opportunities. Established in 1974, OCAFS membership historically has consisted of professionals from government (40%), academia (20%), industry (10%), and other private sectors (10%), in addition to students (20%). This diversity has provided expertise that has allowed OCAFS to become involved in a variety of activities, ranging from development of fact sheets, videos, books, and resolutions on critical aquatic issues to implementation of technical workshop meetings. Along with 15 other chapters throughout the Midwestern United States and Canada, we constitute the North Central Division (NCD) of AFS.

Inception of the Ohio Chapter began July 1973, when NCD Past-President Al Lopinot contacted Clayton Lakes, Fish Management Supervisor, Ohio Department of Natural Resources, Division of Wildlife (DOW) expressing interest in forming a chapter. Clayton Lakes asked Jack Erickson, DOW Biologist, to poll AFS members residing in Ohio by sending a mail questionnaire. The survey was sent to 83 AFS members and 34 replied. One person disagreed with the idea of forming an Ohio chapter, whereas other expressed interest and some apprehension, or favored the idea.

Survey results lead to the first organizational meeting, held on 1 March 1974 at the 14th Ohio Wildlife Conference at the Rockwell Recreation Center in Columbus, Ohio. About 30 people met to discuss pros and cons of chapter formation. The majority favored organizing a chapter and many individuals expressed interest in participating on committees. A petition was then circulated requesting recognition of an Ohio Chapter of the AFS by the Society and the necessary signatures were obtained. Officer nominations were made from the floor and by a show of hands, and the following individuals were elected: Dr. Walter Momot, Professor of Biology, The Ohio State University, President; Jack Erickson, DOW, Vice President; Dieter Busch, USBSFW, Sandusky, Secretary/Treasurer; and Harry Van Meter, USBSFW, Sandusky, honorary position of Past-President. These four officers constituted the Governing Board for the Ohio Chapter until the 1975 meeting. Other business included approval to assess the annual dues of \$2 for regular members and \$1 for student members. These dues were to be used to offset

mailing and other expenses. A financial statement of projected OCAFS expenses was to be given at the next annual meeting.

The petition requesting the formation of OCAFS was sent to AFS Executive Director Richard A. Wade on 14 March 1974. A proposed constitution and bylaws for the Ohio Chapter were drawn up and submitted. Bylaws were approved by the Society on 8 September 1974. On 10 September 1974, at the AFS annual business meeting in Honolulu, Hawaii membership approved the Ohio petition to form a chapter.

The Chapter quickly became active in many areas. The letter of Society acceptance was read at the first chapter workshop held at Sandusky on 27 September 1974. Thirty-eight of 55 chapter members attended the workshop entitled “Fish Capturing Gear for Large Bodies of Water”, where a trawling demonstration was conducted by the DOW and U.S. Fish and Wildlife Service and a tour was taken of the Castalia Trout Farm, followed by a social. During the summer and fall, OCAFS sought and received permission from the Ohio Wildlife Management Association and the Ohio Chapter of the Wildlife Society to become a co-sponsor of the Ohio Wildlife Conference beginning in 1975. This became one of the most important roles of OCAFS. The first chapter newsletter was issued in April 1974. Enclosed with the newsletter was a survey questionnaire addressing potential activities for the membership and on which committees they would be willing to serve. Program Arrangements, Membership, Resolutions, and Constitution committees were formed shortly thereafter.

In the founding year of 1974, Chapter membership was 66 (50 regular and 16 students, of which 46 were AFS members) and since that time annual membership has generally exceeds 100. Table 1 provides a history of Chapter officers since the founding year.

Table 1. Individuals who have served as President, President-Elect, and Secretary of the Ohio Chapter of the American Fisheries Society, 1974–present. Note: Harry Van Meter served as honorary Past-President in 1974–75.

Year	President	President-Elect	Secretary
1974–75	Walter Momot	Jack Erikson	Dieter Busch
1975–76	Jack Erikson	Bud Griswold	Dieter Busch
1976–77	Bud Griswold	Dave Wolfert	Richard Day
1977–78	Dave Wolfert	Jim Triplett	Richard Day
1978–79	Jim Triplett	Richard Day	Susan Hartley
1979–80	Richard Day	Roy Stein	Susan Hartley
1980–81	Roy Stein	Dave Johnson	Joe Margraf
1981–82	Dave Johnson	Ken Paxton	Joe Margraf
1982–83	Ken Paxton	Tom Wissing	Ken Lammers
1983–84	Tom Wissing	Paul Baumann	Ken Lammers
1984–85	Paul Baumann	Joe Margraf	Jay Haffner
1985–86	Joe Margraf	Ken Fritz	Jay Haffner
1986–87	Ken Fritz	Ken Lammers	Ray Beaumier
1987–88	Ken Lammers	Mike Bur	Gary Isbell
1988–89	Mike Bur	Gary Isbell	Laura Faye
1989–90	Gary Isbell	Roger Knight	Ed Rankin
1990–91	Roger Knight	Larry Goedde	Ray Petering
1991–92	Larry Goedde	Kevin Kayle	Ray Petering
1992–93	Kevin Kayle	Ray Petering	Bill Lynch
1993–94	Ray Petering	Phil Hillman	Bill Lynch
1994–95	Phil Hillman	Perry Orndorff	Carey Knight
1995–96	Perry Orndorff	Bill Lynch	Carey Knight
1996–97	Bill Lynch	Carey Knight	Mike Costello
1997–98	Carey Knight	Randy Sanders	Mike Costello
1998–99	Randy Sanders	Mike Costello	John Navarro
1999–00	Mike Costello	Debra Walters	Joe Mion
2000–01	Debra Walters	John Deller	Joe Mion
2001–02	John Deller	John Navarro	Stacy Xenakis
2002–03	John Navarro	Scott Hale	Stacy Xenakis
2003–04	Scott Hale	Mike Wilkerson	Stacy Xenakis
2004–05	Mike Wilkerson	Ken Cunningham	Stacy Xenakis
2005–06	Ken Cunningham	Eugene Braig	Eric Weimer
2006–07	Eugene Braig	Andy Burt	Eric Weimer
2007–08	Andy Burt	Rich Carter	Eric Weimer
2008–09	Rich Carter	Nick Radabaugh	John Navarro
2009–10	Nick Radabaugh	Curt Wagner	John Navarro

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Table 1, cont.

Year	President	President-Elect	Secretary
2010–11	Curt Wagner	Joe Conroy	John Navarro
2011–12	Curt Wagner	Joe Conroy	John Navarro
2012–13	Joe Conroy	Tony Sindt	John Navarro
2013–14	Tony Sindt	Chris Winslow	Mike Sovic
2014–15	Chris Winslow	Tory Gabriel	Mike Sovic
2015–16	Tory Gabriel	Christine Mayer	Mike Sovic
2016–17	Christine Mayer	Kristin Arend	Mike Sovic
2017–18	Kristi Arend	Janice Kerns	Jo Ann Banda
2018–19	Janice Kerns	Suzanne Gray	Jo Ann Banda
2019–20	Suzanne Gray	Bryan Kinter	Zak Slagle
2020–21	Bryan Kinter	Kristin Fussell	Zak Slagle
2021-22	Kristin Fussell	Jeremy Pritt	Zak Slagle

II. PROCEDURES

DUTIES OF OFFICERS

PRESIDENT:

1. Directs Ohio Chapter of the American Fisheries Society (OCAFS) business for a 1-year term commencing upon completion of the annual winter business meeting (February).
2. Presides at all OCAFS meetings, including the annual winter business meeting, spring and fall Governing Board meetings, and special meetings.
3. Serves as a voting member on the Governing Board of the North Central Division (NCD) and a non-voting member of the American Fisheries Society (AFS) Governing Board.
4. Attends both NCD and AFS business meetings when possible.
5. Keeps President-Elect fully informed of all OCAFS activities so that he or she could perform the duties of the President.
6. Appoints Chairpersons to OCAFS committees.
7. Communicates regularly with committee chairpersons to measure committee progress.
8. Distributes copies of AFS and OCAFS Procedures Manual to new officers, committee chairpersons, and interested members.
9. Becomes familiar with AFS, NCD, and OCAFS bylaws.
10. Prepares OCAFS Annual Report for inclusion in the annual NCD and AFS briefings.
11. Serves as an information contact between OCAFS and NCD and AFS.
12. Prepares articles for *Mainstream* (NCD Newsletter) and *Fisheries* (AFS publication) concerning OCAFS meetings and activities.

PRESIDENT-ELECT:

1. Acts as OCAFS Bylaw consultant and parliamentarian at all OCAFS business meetings.
2. Assumes the duties of the President in his or her absence.
3. Works closely with the President to ensure smooth transition of OCAFS activities from one term to the next.

4. Serves as a voting member on the OCAFS Governing Board.
5. Anticipates necessary committee appointments so that they can be made at the time of, or soon after, the annual winter business meeting.

SECRETARY/TREASURER:

1. Prepares and distributes minutes of all OCAFS meetings to each Governing Board member. Sends minutes of annual winter business meeting to the AFS Executive Director within 30 days after the meeting and submits a copy to the OCAFS webmaster after the meeting. Sends copies of minutes to NCD President.
2. Serves as voting member of the OCAFS Governing Board.
3. Informs the AFS Executive Director, NCD President, and appropriate AFS staff of changes in officers, dates and locations of meetings, and other necessary information.
4. Distributes copies of resolutions to the Executive Director, AFS officers, NCD President, and appropriate individuals or agencies, as instructed in the resolutions.
5. Forwards any proposed Bylaw changes to the Executive Director for review by the AFS Constitutional Consultant prior to presentation of changes to the AFS Governing Board.
6. Receives, manages accounts, and disburses funds for OCAFS functions as approved by OCAFS and AFS Bylaws.
7. Maintains financial records in standard accounting format for review by AFS and OCAFS officers as required.
8. Prepares an annual financial report and submits to all members at the annual OCAFS winter business meeting.
9. Maintains current OCAFS membership database and distributes updated list when necessary.
10. Has spending authority for up to \$200 with approval of the President, Past-President, and President-Elect.

PAST-PRESIDENT:

1. Serves as voting member on the OCAFS Governing Board.
2. Works with the President and Governing Board to maintain continuity of OCAFS programs and activities.

3. Serves as vice-Chairperson of the Ohio Fisheries Leadership Committee.
4. Orders a Past-President's certificate from AFS to be presented as the first order of New Business at the annual OCAFS winter business meeting.

GOVERNING BOARD AND COMMITTEE MEMBERSHIP AND FUNCTIONS

The Ohio Chapter of the American Fisheries Society (OCAFS) has several committee types: the Governing Board, Standing Committees, Special Committees, and North Central Division (NCD) Technical Committee Liaisons. The OCAFS President appoints all Committees and chairpersons although Membership can petition for formation of special committees.

GOVERNING BOARD

The Governing Board oversees OCAFS functions and authorizes activities and resolutions. The President chairs the Governing Board, which is comprised of the following members: President, President-Elect, Past-President, Secretary/Treasurer, Standing Committee chairpersons, and a sole representative from a Chapter Student Subunit. Rules for Governing Board meetings are delineated in the OCAFS Bylaws. All Governing Board members must be AFS members.

Each Governing Board member shall have one vote. In the case of student subunits, should only a single representative from a student subunit attend to chapter business, the vote of that representative shall count. In the case of attendance by a representative of more than one student subunit to chapter business, lots will be drawn to determine which vote counts,

CHAIRPERSON DUTIES

1. Appoint or seek out committee members to define goals, objectives, strategies, and a time frame for completing the needed work.
2. Meet with the OCAFS President and outgoing chairperson to determine what tasks remain and to become familiar with past committee activities and discussions.
3. Maintain complete files of committee's activities, communications, and outputs including reports to the Governing Board and Chapter members at meetings and through the OCAFS website and/or NCD and AFS newsletters, websites, and meetings.
4. Recommend prospective committee chairpersons upon departure.
5. Prepare materials for incoming committee chairperson upon departure from the chair, discuss tasks and timetables.

STANDING COMMITTEE MEMBERSHIP

Standing Committees attain Chapter Goals by implementing Objectives specified in the OCAFS Strategic Plan. Addition or deletion of Standing Committees must be approved by OCAFS members. Chairpersons of Standing Committees must be AFS members whereas committee members must be OCAFS members, but are not required to be AFS members. All members of the Standing committees are automatically renewed annually, but it is the responsibility of the incoming President to appoint chairpersons. Through time, Special Committees (see below), may warrant inclusion as Standing Committees.

There are three Standing Committees (not including the Governing Board) in the OCAFS:

OHIO FISHERIES LEADERSHIP COMMITTEE

This committee seeks to develop, maintain, and distribute current fisheries and aquatic resource information to facilitate networking and collaborations among natural resource professionals, educators, students, and other conservationists. Specifically, Objectives include collaboration, distributing information, and student outreach. The OCAFS webmaster serves as chairperson with the Past-President serving as vice-chair. Important activities of this committee include (but are not limited to):

- (a) Maintaining collaborations with other Division Chapters or state-wide organizations;
- (b) Maintaining the chapter website; and,
- (c) Serving as the awards committee for the Chapter.

EDUCATION/CONTINUING EDUCATION COMMITTEE

This committee seeks to promote awareness and conservation of aquatic resources through partnerships, publications, and programs conducted by OCAFS members. Ideally, the chairperson of this committee will have strong ties to academia, other state-wide, regional, or national organizations, or both. Important activities of this committee include (but are not limited to):

- (a) Developing programs in aquatic resource use and conservation or other topics for membership or other users (i.e., college and/or high school students);
- (b) Developing publications on relevant aquatic resource and fisheries topics; and,
- (c) Serving as the resolution committee for the Chapter.

VALUE OF MEMBERSHIP COMMITTEE

This committee seeks to provide services and operational support for members and the Chapter. By working closely with the Ohio Fisheries Leadership and Education/Continuing Education committees, the Value of Membership Committee will seek avenues for professional development and make the Chapter website useful to members. Important activities of this committee include (but are not limited to):

- (a) Identifying and helping to implement relevant and timely professional development workshops;

- (b) Emphasizing intra-Chapter information transfer through the Chapter website, listserv, or social media; and,
- (c) Serving as the officer nominations committee for the Chapter.

SPECIAL COMMITTEES

The President forms Special Committees to address specific topics. Should a Special Committee serve a worthwhile function on a long-term basis, it should transition to a Standing Committee. As of June 2011, there are no active Special Committees.

NORTH CENTRAL DIVISION TECHNICAL COMMITTEE REPRESENTATION

The North Central Division of the American Fisheries Society maintains 10 Standing Technical Committees to promote resource conservation and enhancement within NCD and to focus information collection and dissemination. These committees are identified in the NCD Bylaws and Procedures and encompass topics ranging from centrarchid management to genetics and biodiversity. Each of these committees includes one appointed member from each Chapter. As such, OCAFS is responsible for recommending representatives to these technical committees. All representatives shall be appointed by majority vote of the Governing Board following nomination by the Value of Membership Committee.

THE OHIO FISH AND WILDLIFE CONFERENCE

Prior to 2013, the Ohio Chapter of the American Fisheries Society (OCAFS) President-Elect played in active role in conjunction with the Ohio Chapter of the Wildlife Society (OCWS) and Ohio Fish and Wildlife Management Association (OFWMA) to plan the annual Ohio Fish and Wildlife Conference. However, due to declining participation and relevance of the Ohio Fish and Wildlife Conference to OCAFS members, the chapter has not played a role in this conference since 2012. Responsibilities for the role of OCAFS in the Ohio Fish and Wildlife Conference are preserved in the 2011 version of the OCAFS Procedures Manual and Bylaws.

MEETING PROTOCOL

Chapter meetings are where work gets done and progress is reported, plans are discussed, finalized and approved, resolutions are addressed, and members are recognized for their achievements. With time at a premium at these meetings, some general guidelines help to maintain the flow and pace of our gatherings. Parliamentary procedure (also known as Robert's Rules of Order) leads to an effective and orderly (completely and inarguably correct) meeting. What follows are guidelines for meetings and Robert's Rules from sources within the American Fisheries Society at national, division, and chapter levels.

1. Conducting meetings (at all levels):

- (a) The chairperson will arrange the date, time, and meeting place;
- (b) The chairperson will conduct the meeting unless someone has been appointed in his/her absence, which will (may) be specified in chapter bylaws;
- (c) The chairperson will set the tempo for the meeting, moving business at an appropriate and efficient pace; and,
- (d) The chair in handling motions should insure that:
 - i. it is made by recognized (dues-paid) members to the point that the chair can ask a speaker to state his or her name so that it may be entered into the meeting minutes;
 - ii. the motion is seconded if needed;
 - iii. the chair should read the motion to the assembly before the vote is taken;
 - iv. voting can be by a show of hands or a voice vote (all in favor of ____ signify by saying "aye" (note voices); opposed same sign (note voices)); if vote is close, a show of hands and hand count may be necessary; and,
 - v. the chair should announce the results of the vote to the assembly after the voting is completed.
- (e) Committee reports and financial reports (including the Treasurer report) or similar informational reports do NOT require a vote of acceptance. If a committee report recommends some action (a motion), the presenter of the report should indicate this in the form of a stated motion (no second is required for a committee-initiated motion).

2. Typical OCAFS meeting procedures include (e.g., the Agenda):

- (a) Call to order (with gavel; determine quorum prior to call);
- (b) Welcome and Announcements;
- (c) Governing Board reports including:
 - i. President;
 - ii. President-Elect;
 - iii. Past-President;

- iv. Secretary/Treasurer; and,
 - v. Student Subunit Representative.
- (d) Standing Committee reports including (at a minimum):
- i. Ohio Fisheries Leadership Committee;
 - ii. Education/Continuing Education Committee; and,
 - iii. Value of Membership Committee;
- (e) Special Committee reports;
- (f) NCD Technical Committee Representative reports;
- (g) Review of last meeting/meeting minutes (often suspended);
- (h) Parent Society and North Central Division news (often suspended);
- (i) Old Business;
- (j) New Business (including installation of new President);
- (k) Discuss/determine next meeting date; and,
- (l) Adjourn (with gavel).

Note: Chapter committees may have meetings that suspend Parliamentary Procedure to facilitate working groups; however, meetings should follow similar agenda guidelines. Specific goals and objectives should be identified to accomplish committee tasks.

3. A short primer on Parliamentary Procedure (Robert's Rules of Order). It has been said that parliamentary procedure is dead yet at nearly all club or chapter meetings it has been revived and disguised as an unspoken protocol for doing business in a clear, logical, and proper manner. By following and knowing these few tips you will never be gavelled as being "out of order!". A copy of "Robert's Rules" should be on hand at every chapter meeting and rules should be reviewed by Governing Board members before every meeting.

- (a) The Main Motion or Question. ONLY ONE may be addressed or presented before a group at a single time. This motion is the lowest common denominator of all motions. For our purposes, all motions address six basic questions:
- 1. May this motion apply to other motions? NO
 - 2. May the mover of this motion interrupt another speaker who has the floor? NO
 - 3. Must a member be recognized before speaking or making this motion? YES

4. Must this motion be seconded by a recognized member before officially being recognized as being before the Governing Board? YES
5. Is this motion debatable/open for discussion? YES
6. What vote is required for adoption/passage? Majority

(b) Rising to a Point of Order. Usually used to point out that a mistake has been made, such as two main motions on the floor concurrently.

1. This motion applies to any one motion or act.
2. May the mover of this motion interrupt another speaker who has the floor?
YES
3. Must a member be recognized before speaking or making this motion? NO
4. Must this motion be seconded by a recognized member before officially being recognized as being before the Governing Board? NO
5. Is this motion debatable/open for discussion? NO
6. What vote is required for adoption/passage? None

(c) Withdrawal of a Motion. Of interest here is that the seconder of the original motion does not have to agree or even be consulted. The mover simply asks that the motion be withdrawn. If someone objects to the withdrawal motion, then another member without a second, moves that the original mover be allowed to withdraw his/her motion as follows:

1. This motion applies to any one motion.
2. May the mover of this motion interrupt another speaker who has the floor? NO
3. Must a member be recognized before speaking or making this motion? YES
4. Must this motion be seconded by a recognized member before officially being recognized as being before the Governing Board? NO
5. Is this motion debatable/open for discussion? NO
6. What vote is required for adoption/passage? Majority

(d) To Table an Item and To Take From the Table. These two work in a similar fashion. Just think of the table as a place to put work that needs further progress, and to take

from the table as the item you wish to address right now. For reference in regards to the above six questions:

1. This motion applies as follows:
Table: main question
Take from Table: previously tabled motion or item
2. May the mover of this motion interrupt another speaker who has the floor?
both: NO
3. Must a member be recognized before speaking or making this motion?
both: YES
4. Must this motion be seconded by a recognized member before officially being recognized as being before the Governing Board?
both: YES
5. Is this motion debatable/open for discussion? both: YES
6. What vote is required for adoption/passage? both: Majority

(e) To Close or Limit Debate or Discussion. The old brief way was to say "I move the previous question" or "I call the question", but it is seldom used in modern times—although if it appears debate or discussion is absent or severely lacking, the chair has this prerogative. Otherwise, if the issue is to receive adequate debate and a fair hearing, a member may either move to limit debate to ___ minutes or move to close debate/discussion after an appropriate time period. Merely calling out "Question" as above does not limit the discussion/debate unless the chair wishes to close debate and call for a vote.

1. This motion applies to any debatable motion.
2. May the mover of this motion interrupt another speaker who has the floor? NO
3. Must a member be recognized before speaking? YES
4. Must this motion be seconded by a recognized member before officially being recognized as being before the Governing Board? YES
5. Is this motion debatable/open for discussion? NO
6. What vote is required for adoption/passage? Two-thirds majority

(f) Other Motions of Interest:

1. To postpone indefinitely. This motion is used only by the opposition to an unexpected main question/motion and serves to open the main motion to debate. When the vote comes on the postponement motion, two outcomes can occur: if the motion to postpone is carried, the opposition to the motion has succeeded. Only an item to reconsider (see item f2 below) can bring the main question back to the floor. If the postponement motion is defeated, the strength of those supporting the main motion has been shown. Procedure done in a fashion similar to tabling (see d above).
2. To reconsider. This applies to a main motion that has already been voted on and is used when someone wishes to attempt to change the outcome. The mover may interrupt a speaker and needs no recognition from the chair. A second is required, however. If passed, further debate/discussion ensues and another vote is taken on the main motion.

3. Motions NOT Debatable or Open for Discussion:

Adjourn	Maintain or Come to Point of Order
Withdrawal of Motion	Taking a Vote
Take from Table a Motion	Extend or Limit Debate/Discussion
Order of Previous Question	Question of Privilege
Parliamentary Inquiry	Table a Motion
Point of Information	Reading of Notes or Minutes

4. Motions that DO NOT Require a Second:

Question of Privilege	Point of Order
Withdrawal of Motion	Parliamentary Inquiry
Order of Day	Point of Information
Nominations	Taking a Vote

III. BYLAWS

AMERICAN FISHERIES SOCIETY NORTH CENTRAL DIVISION BYLAWS OF THE OHIO CHAPTER

SECTION 1. NAME AND OBJECTIVES.

1. The name of this organization shall be the Ohio Chapter of the American Fisheries Society, hereinafter referred to as the Chapter.
2. The objectives of the Chapter shall be those of the American Fisheries Society, hereinafter referred to as the Society, as set forth in Article I, Section 2 of the Society Constitution, and especially, to encourage the exchange of regional fisheries and other technical information among members of the Chapter.
3. All activities of the Chapter shall be consistent with the Society's Constitution.

SECTION 2. MEMBERSHIP.

1. The membership of the Chapter shall be composed of those Active Members of the Society and Affiliate Members (Ohio Chapter only) who have an interest in the fisheries and related issues of importance to Ohio. Affiliate Members may attend Chapter meetings as non-voting participants, will be subscribed to the Chapter website, and may serve as committee members but not as chairpersons. Only Active Members may serve as Chapter officers. Members of the Buckeye Student Subunit shall be recognized as Chapter members upon receipt of a membership roster from the subunit.

SECTION 3. MEETINGS.

1. The Chapter shall hold an annual winter business meeting, a summer business meeting, and spring and fall Governing Board meetings at a time and place designated by the Governing Board.

SECTION 4. OFFICERS.

1. The officers of the Chapter shall consist of a President, a President-Elect, a Past-President, and a Secretary/Treasurer.
2. Officers shall be elected by mail, e-mail, or fax ballots received by members at least 30 days prior to the annual business meeting. Officers shall serve for one year; however, the Secretary/Treasurer may serve more than one term consecutively. If an office is vacated, the Governing Board shall appoint a qualified replacement to fill the remainder of the

term. The annual term of Chapter officers shall coincide with that of the annual Chapter winter business meeting.

SECTION 5. DUTIES OF OFFICERS.

1. The President of the Chapter shall preside at all meetings, chair the Governing Board, make appointments, serve as a voting member of the North Central Division, hereinafter referred to as the Division, Governing Board and a non-voting member of the Society Governing Board, and perform other duties and functions as authorized by the Chapter Governing Board. In addition, the President will prepare articles regarding Chapter activities.
2. The President-Elect shall serve as coordinator and chief planner of the annual winter meeting, assume the duties of the President if the latter is unable to act, serve on the Governing Board, advance to the office of President at the end of their term, and as Chapter parliamentarian.
3. The Secretary/Treasurer shall serve as Chapter Treasurer, keep the official records of the Chapter, submit minutes of the annual business meeting to the Society's Executive Director and the Division Secretary/Treasurer within 30 days after each meeting, serve on the Governing Board, and discharge other duties as requested by appropriate Society officers. Additionally, the Secretary/Treasurer may disperse funds of up to \$200 with unanimous approval of the President, Past-President, and President-Elect and must submit a record of receipts and disbursements of these funds at the annual business meeting. The Secretary/Treasurer may disperse funds exceeding \$200 with approval of a meeting (general membership or Governing Board) quorum and must submit a record of receipts and disbursements of these funds at the annual business meeting.
4. The immediate Past-President shall serve to maintain Chapter continuity and organize the summer meeting. The Past-President will also serve as vice-chairperson of the Ohio Fisheries Leadership Committee, responsible for presenting Chapter awards.
5. Chapter officers are responsible for all other duties as outlined in the Society Constitution and Procedures and the Division Bylaws and Procedures without exception.

SECTION 6. GOVERNING BOARD.

1. Voting members of the Chapter Governing Board shall consist of the President, President-Elect, Secretary/Treasurer, the immediate Past-President, Standing Committee Chairpersons, and a sole representative from Chapter Student Subunit(s). Other non-voting members may be appointed by the President. The Governing Board is authorized to act on behalf of the Chapter between business meetings.

SECTION 7. CHAPTER COMMITTEES.

1. **STANDING COMMITTEES.** Standing Committees include Ohio Fisheries Leadership, Education/Continuing Education, and Value of Membership committees. The Chapter President appoints all chairpersons.
2. **SPECIAL COMMITTEES.** Special Committees and chairpersons of Special Committees shall be appointed and charged by the President. These Special Committees shall cease to function upon the discharge of the duties for which they were appointed.
3. **DIVISION TECHNICAL COMMITTEE REPRESENTATIVES.** As requested by the Division Bylaws (Article VII, Section 4), the Chapter will recommend to the Division President a representative to each Division Technical Committee to serve a term of a duration of the representative's choosing, but not less than one year.

SECTION 8. VOTING AND QUORUM.

1. All decisions at general membership meetings are decided by a simple majority vote, except for bylaw revisions (see Section 10).
2. All decisions at Governing Board meetings are decided by a majority of the fixed membership of the Governing Board.
3. A quorum at any general membership meeting for transaction of official business shall be one-third of the Chapter membership or a minimum of eight members.
4. A quorum at Governing Board meetings shall be a number equal to a majority of the fixed membership of the Governing Board.
5. Unless otherwise specified in these bylaws or the Society Constitution, meetings are conducted according to the latest edition of Robert's Rules of Order.
6. All Chapter business and voting may be conducted via mail or electronic voting if approved by the Governing Board.

SECTION 9. DUES AND FEES.

1. The Governing Board shall establish annual dues subject to approval of the members voting at the annual meeting.
2. If necessary, the Governing Board may assess registration fees for annual meetings.
3. Additional fees may be levied with membership approval for specific needs.

SECTION 10. AMENDMENT OF BYLAWS.

1. The Chapter bylaws may be amended by a two-thirds majority approval of those members voting, provided that notice of the proposed change(s) be given to the membership at least 30 days prior to a meeting. If voting is by mail ballot, members must be given at least 30 days to return their ballots.
2. 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.
3. Bylaw amendments shall not be implemented until they have been approved by the Society's Governing Board.

IV. APPENDIX. PROCEDURES FOR AMENDING BYLAWS

AFS BYLAW AMENDMENT PRIMER (Dirk Miller, AFS Parliamentarian, 2003)

The purpose of this section is to provide guidance on revising or modifying bylaws. Last revised 23 October 2003 and not revised in 2011.

General pointers:

- Be sure to follow the procedures stipulated in your bylaws for amending them. If they are silent on the issue then you must follow the AFS Constitution. See the first bullet in the section below titled “Process for approving changes according to Robert’s Rules of Order” for those details.
- Remember the Bylaw review process stipulated in the Society Constitution. An adopted amendment must 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. Amendments do not take effect until the Executive Director has sent written notice of their approval by the Governing Board. It is best to involve the Constitutional Consultant early in the process. There have been times when the CC had to recommend that the Governing Board reject the bylaws concerning issues that could have been easily resolved before the Unit voted on the amendment.
- The bylaws, rules and procedures of a unit are supposed to clearly describe what the organization stands for and how it does business. Emphasis should be placed on brevity and clarity when writing and revising them.
- Think about which items really need to be in the bylaws and which might better fit in the Rules or Procedures. The bylaws should be the really important items that won’t change frequently and are vital to the operations of your Unit. The rules and procedures are easier to revise and are often a better place for the more mundane details of how things operate. Think of them as your “institutional memory”. Try not to have procedural details in your bylaws, they just clutter the document and make it harder to read.
- Reference Society Constitution, Rules and Procedures - review them before you start reviewing yours. It is not necessary to repeat anything provided there and it is really better to simply reference it. Remember that the Society Constitution and Rules supercede those of all Units so be sure not to create conflicts.
- Bylaws for most of the Units have been in place for a long time. Some look as though they have been modified in a piecemeal manner. Sometimes things get added into the wrong section or redundancies are created. Don’t be afraid to substantially restructure them if it simplifies them and makes them easier to use and understand.
- As long as you have your bylaws “opened up” it is a good idea to make a general review of the entire document. Are the contents still meeting your needs? Are there out-dated references? Examples include:
 - gender bias such as Chairman instead of Chair or Chairperson;

- reference to structure or offices that don't exist. The Society no longer has an Executive Committee it is now called the Governing Board. The Society does not have bylaws, it has a constitution;
- Do you have special committees that are functioning as a standing committee? If so, consider making them standing committees. Similarly, do you have standing committees that no longer function?
- Are you using the term ad hoc committees? The correct term is “special committees”.
- General sequence and timeline for revising bylaws.
 - Draft modifications developed by Unit Governing Board or other committee per Unit procedures.
 - Review by Constitutional Consultant (CC) for conformity with the Society's Constitution.
 - Unit Governing Board makes final revisions and publishes them to the Unit members. This must be at least 30 days prior to a vote.
 - Unit membership vote (requires 2/3 majority of those voting).
 - If the vote accepts the proposed modification the final approved draft is sent to the CC. The CC presents them to the Governing Board for approval.
 - Executive Director notifies Unit of approval by Governing Board.
 - Amendments take effect.

Process for approving changes according to Robert's Rules of Order.

- Revision of bylaws generally requires a 30-day written notification of your membership prior to a vote. The only exception is if you have something different specified in your bylaws. If your bylaws are silent on the subject you then revert to the AFS Constitution which states that:
 - They may be amended by a 2/3 majority of Active Members who vote on an amendment.
 - They may be brought before an annual or special Society meeting if they have been provided to the membership at least 30 days before that meeting.
- Proposed changes can be modified at the meeting prior to the vote but only within certain limits. Robert's Rules provides a good example related to dues. Suppose dues are currently \$10 and the proposed revision is to increase them to \$25. Also suppose that a motion is on the floor to adopt the proposed revisions as published. The Chair may entertain a motion to amend the proposed revision but it can only be within the bounds of the original bylaws and published proposal. A motion to set them at \$5 or \$35 would be out of order while anything between \$10 and \$25 would be acceptable. The idea being that you cannot adopt something that members absent from the meeting are not aware of.

That example is straight forward, sometimes it is not as easy to determine where the middle ground is. Ultimately, it is the decision of the Chair of the meeting to rule a motion as out of order if he/she believes the proposed change is outside those bounds and would be unfair to members who were unable to attend the meeting.

Process for creating a new unit.

This assumes that there is sufficient interest to create a new unit. Review Article V of the AFS Constitution for details. They are summarized here but you should read the Constitution as well.

- Hold an organizational meeting to:
 - Determine objectives;
 - Prepare bylaws; and,
 - Elect a slate of officers.
- Develop a petition and obtain the appropriate signatures.
 - A Division petition must be signed by at least 200 Active Members from the geographic region of the proposed Division.
 - A Section petition must define the purpose of the proposed Section, and obtain signatures of at least 100 Active AFS members.
 - A Chapter petition must be signed by at least 25 Active Members from the geographic area of that Chapter.
 - A Student subunit petition must be signed by at least six Active Members and an AFS member faculty advisor at a University or College.
- A new unit or student subunit becomes official when the following conditions have been met.
 - Its petition for recognition, clearly defining its intended purpose and its geographic or disciplinary boundaries, and signed by the number of Active Members specified above has been approved by the membership at an annual or special meeting.
 - A Chapter petition must also be approved by the officers of the Division in which the new Chapter may reside.
 - A Student Subunit petition also must be approved by the officers of the Chapter in which the new subunit will reside.
 - Its bylaws have been approved by the Governing Board for conformity with the Society's Constitution, Rules and Procedures.
 - It has elected a slate of officers as specified in Article V. 3. of the AFS Constitution and reported it to the Executive Director.
 - In the case of a Section, it has demonstrated at least 50 membership pledges.
 - The Executive Director has notified the unit President in writing that the unit's petition, bylaws, and elections have been approved. The letter date is the unit's founding date.
- General procedural suggestions.
 - Work with the other Units involved as soon as possible. If you are forming a new Chapter be sure to work with the Division officers. If you are forming a Student Subunit start working with the Chapter officers as soon as possible.

- Work with the Constitutional Consultant early in the process of developing bylaws. He or she can assist and simplify the process.
- General procedural suggestions specific to Student Subunits.
 - Forming a Student Subunit requires modification of the Chapter bylaws along with development of the Student Subunit bylaws. It works best if these are conducted in parallel. Again, the Constitutional Consultant is available to assist and can provide examples that will help significantly. It is particularly important to describe the relationship between the two units regarding Governing Board participation (will the Student Subunit President be a voting member of the Chapter Governing Board) and any financial commitments (will the Chapter provide a consistent subsidy or travel support to the Student Subunit).
 - The Chapter membership must approve modification of their bylaws to reflect the existence of the student subunit. If the membership approves the bylaw change the Chapter will pass their modified bylaws to the Constitutional Consultant for review and approval by the Governing Board.