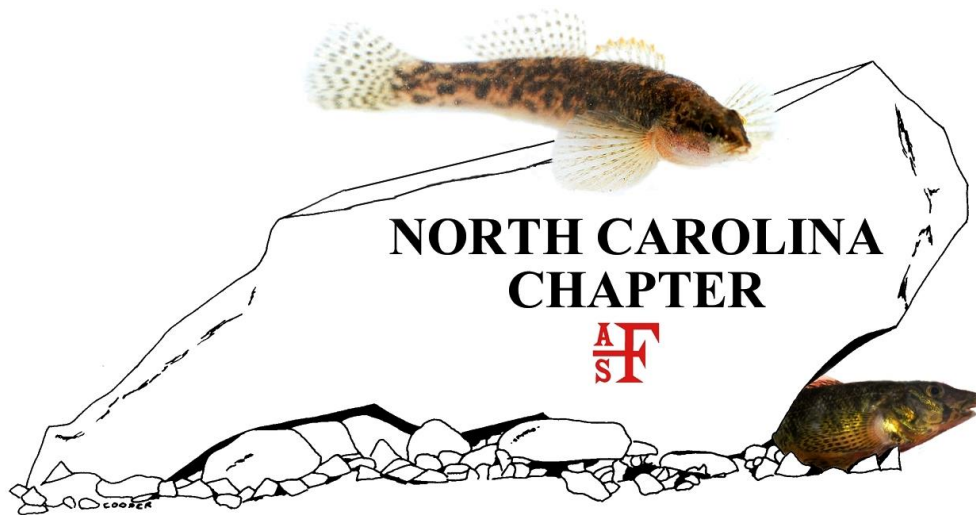


NORTH CAROLINA CHAPTER

AMERICAN FISHERIES SOCIETY

PROCEDURES MANUAL



2015

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1.0 PURPOSE AND GOALS

This procedures manual of North Carolina Chapter of the American Fisheries Society (Chapter) provides guidance for conduct of the members, officers, and committee chair responsibilities in carrying out the business affairs and overall objectives of the Chapter. Specific conduct of Chapter business and authority are governed by the Constitution of the American Fisheries Society (Society) and the Chapter's Bylaws.

This procedures manual provides guidance to Chapter officers and committees by outlining their responsibilities and necessary deadlines. The manual is intended to be flexible so as to allow creativity and originality within each office or committee. Each officer and committee chair should review his or her section of the manual annually and recommend to the Executive Committee changes that may improve performance.

The objectives of the Chapter are those set forth in Article 1 of the Society's Constitution, especially to encourage exchange of information among Chapter members and to promote information exchange with North Carolina citizens (see Article 1 of the Chapter's Bylaws). Any changes in this procedures manual will be consistent with the Society's Constitution and the Chapter's Bylaws. The overall objective of these changes will be to pursue the goals and objectives of the Society and the Chapter as a whole.

2.0 OFFICERS

President

(a). Oversees all aspects of Chapter operations, especially planning of the annual Chapter meeting by the Program and Arrangements Committee, fund raising, publicity, and writing position statements.

(b). Presides at the annual Chapter business meeting, usually in February.

1. Conducts the business meeting according to Robert's Rules of Order and Chapter's Bylaws.

2. Follows the order of business described below at the annual business meeting, unless changed by a majority vote of the members present:

- (i). Determine quorum
- (ii). Reading of the minutes of the previous meeting
- (iii). Reports of the Secretary-Treasurer
- (iv). Reports of the Committees
- (v). Election of Officers
- (vi). Old Business
- (vii). New Business
- (viii). Installation of Officers

3. Introduces any visiting officers from the Society or Southern Division and gives them an opportunity to address the membership.

4. Installs the new President in a dignified ceremony.

5. Presents plaques or awards to outgoing officers or other worthy recipients.

6. Acknowledges work of committee chairs and members.

(c). Gives new officers and committee chairs copies of the Chapter's Bylaws and Procedures 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.

(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 ad hoc committees at the annual Chapter meeting or as soon as possible, after the need arises.

(g). Communicates regularly with committee chairs, insuring that they are actively pursuing their responsibilities.

(h). Appoints a newsletter editor at the annual Chapter meeting or when the need arises.

- (i). Is involved in writing appropriate position statements or recommendations to developers, regulatory agencies, or other identified parties in consultation with the Environmental Concerns Committee.
- (j). Sends out resolutions and position statements passed by the membership to appropriate recipients. Resolutions and position statements should be sent out within 30 days of being passed.
- (k). Maintains awareness of the Society's safeguards concerning lobbying activities by the Chapter to protect the Society's tax-exempt status. The President should consult with Southern Division or Society officers before becoming involved in political activities.
- (l). Serves as voting member of the Southern Division's Executive Committee and, if possible, attends all meetings of that committee in particular the annual Southern Division Spring Meeting. If unable to attend, seeks Chapter representation by another Chapter Executive Committee member to take the President's place.
- (m). Prepares a written report of the Chapter's activities for the Southern Division's Executive Committee briefing book and provides an oral summary to the Southern Division's Executive Committee at the annual Spring Meeting .
- (n). Acts as a non-voting member of the Society's Governing Board and attends both the fall and mid-term meetings, if possible.
- (o) Maintains appropriate communications with the Society relative to Chapter business and other related affairs.

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 and Arrangements Committee to plan the annual Chapter meeting.
- (d). As chair of the Program and Arrangements 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.
- (e). Runs technical sessions of annual meetings or delegates this responsibility.
- (f). 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). Prepares and tracks the annual budget for the Chapter per direction of the Executive Committee.
- (c). Publishes the minutes of the annual Chapter business meeting in the Chapter newsletter and submits the minutes 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.
- (d). Prepares correspondence as requested by officers of the Chapter.
- (e). Submits a Change of Officer form to the Society and notifies the Southern Division Secretary-Treasurer within 30 days following the installation of new officers. Informs the Society's Executive Director, Parent Society staff, Southern Division President, and

Southern Division Secretary-Treasurer of changes in officers and appointments of committee chairs when they occur, dates and locations of meetings, and other necessary information.

(f). Coordinates pre-registration and registration for the annual Chapter meeting.

(g). Determines if a quorum is present at the annual Chapter business meeting.

(h). Maintains letterhead and other supplies necessary for Chapter functions.

(i). Coordinates with Awards Committee to ensure the award plaques are ordered from the Society's Administrative offices at least eight weeks prior to the annual Chapter meeting.

(j). 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, as requested.

(k). Serves as liaison to the Newsletter Committee. Keeps in close contact to insure the electronic distribution list is properly maintained. The electronic distribution list should include Chapter members, individuals who have an interest in the fisheries and related issues of importance to the State of North Carolina, resource agencies, appropriate news media, university departments, and Southern Division and Parent Society officers.

(l). Maintains a Chapter member database including contact information (e-mail addresses, mailing addresses, and telephone numbers) and membership status by year.

(m). Maintains the latest electronic versions of the Chapter's Bylaws and Procedures Manual and is familiar with their contents for consultation at Chapter business meetings.

(n). Receives, holds, and disburses funds as needed for Chapter functions as approved by Society rules and the Chapter's Executive Committee.

(o). Maintains financial records and is responsible for the Chapter's bank and investment

accounts.

(p). Files sales tax reimbursement documents with the North Carolina 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.

(q). Prepares financial reports for Executive Committee meetings and annual Chapter business meetings.

(r). 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.

(s). Prepares Chapter's IRS tax forms and files forms by May 15 of each year.

(t). Serves as Chair of the Finance Committee.

Past-President

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

(b). Serves as the chair of the Nominations Committee.

3.0 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.

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

September – The committee should review progress and give further direction to all Chapter committees. Discuss annual Chapter meeting and begin or continue final preparations for the meeting. Conduct budget planning for next calendar year. Compile information for the President's annual report to the Southern Division.

Nominations Committee

This committee is comprised of three members appointed by the President, including the Past-President as chair in accordance with Chapter's Bylaws Article 6(b). It selects no more than two candidates for each elective position (President-Elect and Secretary-Treasurer) and attains prior approval from the selected candidates. It insures that all candidates are Chapter and Society 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.

December 1 until 15 days prior to annual Chapter meeting – Membership is notified of slate of candidates for electronic voting via Chapter website. Chapter members vote for candidates via electronic ballot submission during this period. The committee, in coordination with the Chapter's designated webmaster and Secretary-Treasurer, will administer the voting process. If, for any reason, voting cannot be performed electronically via Chapter website, it is acceptable to provide ballots via written format and postal mail.

Fifteen days prior to annual Chapter meeting – Deadline for members to complete electronic voting for Chapter office candidates. Chair of the Nominations Committee, in coordination with the Chapter's webmaster and Secretary-Treasurer, tallies the electronic votes.

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

Program and Arrangements Committee

This committee is comprised of three members appointed by the President, including the President-Elect as chair in accordance with Chapter's Bylaws Article 6(c). 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 and selects the time and place of the annual 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 – Program and Arrangements Committee selected by Executive Committee. Check with Southern Division Executive Committee and Chapter 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 and potential meeting establishments, hotels, and caterers to reserve time and place for the next annual Chapter meeting.

September 1 – Report the option for dates and location to the Executive Committee for final selection. Provide first call for papers along with dates and location (i.e. city) to be included in the newsletter and on the Chapter website. Coordinate with the NCSU Student Subunit regarding solicitation of raffle prizes or auction materials, if fund-raising activities are planned for the annual meeting.

November 1 – Finalize reservations of meeting rooms, hotels, caterers, etc. If an issue or topic is identified, organize special technical session and schedule invited speakers. Invite Southern Division and Society Presidents and Executive Director to the annual Chapter meeting. Provide second call for papers, dates, place, maps or directions, how to make reservations for accommodations, pre-registration deadlines, and any other pertinent information for the newsletter and website.

January 1 – 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. Provide a meeting reminder and final call for papers via the Chapter e-mail distribution mailing list and the website.

February 1 – Complete the meeting program, post of the Chapter, and print for distribution at the meeting. Select one or more moderators for the technical sessions. Make any other final preparations as needed.

Annual Chapter Meeting (usually February) – Convene and run the annual Chapter meeting.

Communications Committee

The Communications Committee will be responsible for coordination of all Chapter website-related activity, as well as any social media or other forms of electronic communication with membership and the public. The Committee shall be responsible for reviewing and periodically updating the Chapter's website, in coordination with the Chapter's designated webmaster. The Committee shall seek input for the Executive Committee, other standing committees, and general membership on Chapter website updates. In addition, it shall be responsible for publishing a quarterly newsletter in an electronic format posted on the Chapter website. It will also maintain an up-to-date Chapter e-mail distribution mailing list, in close contact and coordination with the Secretary-Treasurer. A newsletter editor appointed by the Chapter President will serve as chair and appoint committee members, one of which shall be the Chapter webmaster. Members should gather and edit news from all universities, non-governmental organizations, and state, federal, and private agencies with Chapter members. The editor and/or webmaster, at the discretion of the President, will send noteworthy articles to Fisheries and the editor of the Southern Division and Parent Society newsletter. The committee should meet the following deadlines:

March 1 – Gather highlights of the annual Chapter meeting and other Chapter news from Chapter members, 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 newsletter.

March 21 – Post newsletter on Chapter website containing a summary of the annual Chapter meeting and any other appropriate business or news. Send an e-mail announcement to the Chapter membership indicating that the newsletter has been posted to the Chapter website.

June 1 – Gather news from Chapter members, correspondents, committee chairs, and officers.

June 21 – Post newsletter on Chapter website containing announcement of topic for next annual Chapter meeting, first call for papers, committee progress reports, news from

officers, Chapter members and correspondents, and any news from the Southern Division or Society. Send an e-mail announcement to Chapter membership that the newsletter has been posted to the Chapter website.

September 1 – Gather news from Chapter members, correspondents, committee chairs, and officers.

September 21 – Post newsletter on Chapter website containing topic, time and place for the annual Chapter meeting, last call for papers, and any Chapter, Southern Division, or Society news. Send an e-mail announcement to Chapter membership that the newsletter has been posted to the Chapter website.

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

December 1 – Post newsletter on Chapter website containing annual Chapter meeting information, preregistration forms, biographies of candidates for Chapter officers and voting ballot, and any other appropriate news. Send an e-mail announcement to Chapter membership that the newsletter has been posted to the Chapter website.

Environmental Concerns Committee

The committee chair will be appointed by the Chapter President. The Chapter President may also have the option to appoint committee co-chairs if approved by the Executive Committee. The chair or co-chairs 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 North Carolina. 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 posted on the Chapter website.

Education and Outreach Committee

The committee chair will be appointed by the Chapter President. The Chapter President may also have the option to appoint committee co-chairs if approved by the Executive Committee. The chair or co-chairs 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 Executive Committee to provide continuing education opportunities for Chapter members in conjunction with the annual Chapter meeting. Educational opportunities for the user groups of North Carolina fisheries resources will also be initiated through public outreach and transfer of objective, science-based information that benefits the protection and conservation of all aquatic natural resources. Education and outreach projects will be approved by the Executive Committee and deadlines will be established as needed.

The committee chair or co-chairs should send appropriate news to the newsletter editor by March 1, June 1, September 1, and November 1, for each of the quarterly newsletters posted on the Chapter website.

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 Chapter President may also have the option to appoint Committee co-chairs if approved by Executive

Committee. The chair or co-chairs will enlist other members as needed.

Best Paper Awards

The Richard L. Noble Best Student Paper award shall recognize the best presentation by a student at the annual Chapter meeting. The W. Don Baker Memorial Award shall recognize the best presentation by a fisheries professional at the annual Chapter meeting.

The chair or co-chairs 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 President-Elect 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. Every effort should be made to confer these awards at the same meeting where the papers were presented. Otherwise, the presentation will occur at the next annual Chapter meeting following the meeting where the paper was presented. The committee will periodically review and recommend changes to the judging criteria as necessary.

Jerry R. Finke Distinguished Service & Fred A. Harris Fisheries Conservation Awards

The Jerry R. Finke Distinguished Service Award may be presented, on an as needed basis, by determination of the Executive Committee. The award shall be made to Chapter members who have distinguished themselves by service to the Chapter, the Society, or the fisheries profession.

The Fred A. Harris Fisheries Conservation Award may be presented, on an as needed basis, by determination of the Executive Committee. The award shall be made to non-Chapter members who have distinguished themselves by service or commitment to the Chapter or the fisheries resources of North Carolina.

Three months before the annual Chapter meeting, the committee chair or co-chairs will solicit nominations from the membership for the Jerry R. Finke Distinguished Service Award

and the Fred A. Harris Fisheries Conservation Award. The committee will review the award nominations and recommend to the Executive Committee the recipients of these awards. Award recipients will be announced at the annual meeting.

Student Travel Awards

The Student Travel Award Program recognizes academic and research achievement and encourages maximal participation of students (undergraduate and graduate) at the annual Parent Society meeting. Chapter support will be provided via an award of \$200 to \$400 to help defer the cost of annual travel, registration, and accommodations. The actual award amount depends on the number of qualified applicants and will be set by the Executive Committee based on a recommendation by the Awards Committee but should not exceed \$2,400 in total per year. Up to 12 travel awards will be made in a given year. The number of annual awards will be determined each year by the Chapter's Executive Committee. Awards will be made directly to the students prior to the annual Parent Society meeting.

Any student member of the Chapter who is enrolled as a full-time student at any college or university within the State of North Carolina is eligible. The winner of the Richard L. Noble Best Student Presentation Award is not eligible for a student travel award in the year they receive the Noble Award. Only one award per student per degree program is permitted. Specifically, each applicant must (1) be a member of the Chapter or has paid membership dues prior to submitting an application; (2) be a registered full-time student at an in-state institution; and (3) have an accepted abstract for a platform or poster presentation at the annual Parent Society meeting.

Application materials can be obtained from the Awards Committee or downloaded from the Chapter website. Applications must be submitted by the specified deadline and have endorsement of a major professor involved in the student's academic curriculum. The Awards Committee will review each applicant for merit and forward recommendations to the Executive Committee for approval.

Meritorious Service Awards

Chapter officers who have completed a term in office will be recognized for the service to

the Chapter through the meritorious service award. This award is presented annually to the outgoing Chapter President and any other Executive Committee officer who has dutifully served the Chapter. The Awards Committee will be responsible for making arrangements for the service award and will coordinate with the President-Elect on such an award. This award will be presented at the annual Chapter business meeting.

Ad Hoc Committees

Ad Hoc committees are temporary committees formed to work on a specific request of the Executive Committee. Ad Hoc committee formations may result from a specific request from the Executive Committee or a Chapter membership request to the Executive Committee at the annual business meeting. The President shall appoint the Ad Hoc Chair and committee members and charge the Chair with the identified work requests and associated deadlines. The Ad Hoc Committee Chair shall present the information to the Executive Committee and, if necessary, to the Chapter membership at the annual business meeting if requested by the Executive Committee. Ad Hoc Committees will disband after their assigned obligations are completed.

4.0 FUNDING REQUESTS, POSITION STATEMENTS, AND RESOLUTIONS

Funding Requests

Funding of Chapter initiatives or projects may formally be solicited in writing to the Executive Committee at any time of the year, but at least 60 days prior to the annual Chapter business meeting. Any Chapter member in good standing or a Committee Chair may request funding provided it meets the following criteria:

- (1). The funding request will be used for fisheries or aquatic resource-oriented projects in North Carolina;
- (2). Funding requests will not be used for politically-oriented activities; and
- (3). The funded activity is conducted through either a non-profit organization or an organization that qualifies as a 501(c) 3 organization.

Written requests for funding, at a minimum, should (1) identify the requestor, (2) state the funding activity or request, (3) state the amount of funding requested, (4) provide a brief overview of the expected funding results, and (5) state how funds meet the specified criteria listed above. A Chapter member can only make one funding request annually for an identified funded project.

Funding requests from outside the Chapter, such as those from other units of the Society or other conservation organizations, can be considered subject to the availability of funds and other Chapter funding obligations as long as the requests are consistent with Chapter objectives. These requests should meet the criteria and requirements set forth for requests for funding Chapter initiatives and projects.

The Executive Committee will review all funding requests and upon unanimous vote can directly fund the request up to \$1,000. If the funding request is greater than \$1,000, the Executive Committee will present the request for approval by Chapter membership at the annual Chapter business meeting. If a funding request requires approval by Chapter membership, the Executive Committee will make the proposal available for review by Chapter membership at least 30 days prior to the annual Chapter business meeting. A majority vote will be necessary to approve the requested funding. All funding requests up to

\$1,000 that are approved by the Executive Committee will be identified to the Chapter membership at the annual business meeting. All funding requests will require a follow-up report that will be submitted to the Executive Committee detailing disbursement of funds and actual results of the funded activity.

Position Statements and Resolutions

Position statements and resolutions concerning issues or projects that affect fisheries or aquatic resources in North Carolina may be brought to the Chapter membership at the annual Chapter business meeting. Position statements or resolutions will not be of political nature such as endorsing a political candidate or candidate's stance. Position statements may be developed by Committees or the Executive Committee and should be consistent with any similar position statements issued by the Society. It is preferable that resolutions be drafted within the context of Chapter Committees. Resolutions will be initially reviewed by the Executive Committee and pertinent Committee Chairs for approval prior to presenting the resolution at the annual Chapter business meeting. Position statements and resolutions will be made available to the Chapter membership for review and comment at least 30 days prior to the annual business meeting. A majority vote will be necessary to approve position statements or resolutions.