

# **MISSOURI CHAPTER OF THE AMERICAN FISHERIES SOCIETY HANDBOOK**

A Survival Guide for Officers and Committee Chairs



An updated version of the Operations Manual approved and adopted by the Executive Committee of the Missouri Chapter of the American Fisheries Society

2016

## **PREFACE**

The purpose of this handbook is to provide information about the Missouri Chapter of the American Fisheries Society (MOAFS), list the elected officers and appointed standing committee chair titles and positions, and provide guidance to them regarding their duties and responsibilities. The contents, originally written in 1992, revised in 2001, and revised again in 2015 should be reviewed (and updated, if needed) at least every 5 years - or sooner if the Bylaws are changed.

This is a major revision. Since the 2001 revision, there have been many changes; our Bylaws have been revised and substantial changes have been made in Chapter governance.

Respectfully Submitted,

Joe G. Dillard, MOAFS Historian

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## **THE AMERICAN FISHERIES SOCIETY (AFS) AND THE MISSOURI CHAPTER OF THE AMERICAN FISHERIES SOCIETY (MOAFS)**

### **AFS**

The AFS is a scientific and professional organization dedicated to strengthening the fisheries profession, advancing fisheries science, and conserving fisheries resources throughout the world. AFS is the largest and oldest such group in North America. Founded in 1870 as the American Fish Culturists' Association, AFS has grown to an international organization with over 9,000 individual, official, sustaining, associate and library members. The AFS exists in large part to help fisheries professionals achieve their individual and collective goals as effective scientists, managers, and teachers. Understanding what AFS does and how to access its resources is important so that members can use it for his/her benefit and for the benefit of the entire profession and the fisheries resource.

### **MOAFS**

The impetus for the MOAFS came at a meeting of Missouri aquatic workers in February 21, 1963, and was subsequently chartered as a chapter on March 10, 1964. Chapters are the smallest geographically defined units recognized as operationally independent in the Constitution of the AFS. Chapters share the purposes of the Society but are intended to advance the Society's objectives over more localized areas than the Society's Divisions.

Chapters are technically units of Divisions; however, Chapters may form in areas not covered by existing Divisions. Chapter boundaries may not cross Division lines, but otherwise need not follow political boundaries. Chapters may create smaller organizational units with various titles, organization, and purposes. These subsidiary units may not act without the Chapter's approval. Chapters and any other smaller organizational units are formed when a group of members decides that sufficient interest exists to support a viable long-term organization. Steps involved in Chapter formation and dissolution are described in the Society's Constitution, printed in the AFS Membership Directory and Handbook, available on the AFS web site ([www.fisheries.org](http://www.fisheries.org)), or from the Constitutional Consultant.

Chapters or units often form because of the interest of a few motivated individuals. When these individuals relocate or become involved in other activities, a Chapter may become inactive. The difficulty of maintaining a viable Chapter or smaller organizational unit increases as the geographic area or topic breadth decreases. Student-based Chapters, for example, may be particularly prone to instability because of the transitory nature of the membership. Student-based Chapters may only be formed under the umbrella of an active Chapter. Chapters and other subsidiary units may recognize affiliate members

(individuals who are not members of the Society), but affiliates should be strongly encouraged to join the Society. **All officers of any unit, committee chairs, and individuals voting on unit affairs, however, must be AFS members.**

The general purposes and responsibilities of Chapters are as follows:

1. Facilitate communication among members regarding fisheries science issues and the conduct of the fisheries profession within the Chapter's region.
2. Hold meetings, publish works, and perform other activities on a technical and semi-technical level that advance the status and performance of the fisheries profession within the Chapter's region.
3. Determine the views of members relative to professional topics affecting their performance, for example, by conducting surveys and considering resolutions.
4. Present the views of Chapter members to the Division membership, the AFS membership, and to the general public and government agencies within the Chapter's boundaries.
5. Hold annual meetings at which all Bylaw responsibilities are carried out.
6. Serve as technical and professional advisors to government agencies within the Chapter's region.
7. Promote the fisheries profession within the Chapter's boundaries through active and positive relations with journalists, government officials, special interest groups, other professional organizations, and the general public.
8. Promote proper use of aquatic resources by initiating and participating in special projects that increase public awareness, expand participation, improve habitat, and protect fragile resources.

## **MOAFS OFFICERS AND EXECUTIVE COMMITTEE (EXCOM)**

### **OFFICERS**

Leadership of the MOAFS is vested in five elected (non-salaried) officers. The five elected offices are President-Elect, President, Immediate Past President, Secretary, and Treasurer. **All officers of MOAFS must be AFS members in good standing.**

Officers (other than Secretary and Treasurer) serve the Chapter for three years, moving progressively through the hierarchy of officer positions. This structure provides a continuity of leadership and assures that each officer fully understands the operation of the Chapter before assuming the office of President.

Offices of Immediate Past-President and President are filled automatically by the current President and President-Elect, respectively, at the end of the annual meeting each year. The Office of President-Elect is filled by a ballot election each year. The Secretary/Treasurer Offices are filled in alternating years for two-year terms. Officers are to be elected by mail or email ballot each fall.

### **GENERAL RESPONSIBILITIES**

The specific descriptions of officers' duties, on the following pages and in the following chapters, emphasize the required operational duties. The most important responsibility, however, is to provide leadership to the Chapter and the profession. Thus, this person must be a trustworthy, objective, and effective representative of the profession. As a representative for the members, each Chapter officer must represent the statewide concerns of all fisheries professionals. They must use their knowledge and experience to direct the profession in ways that will have long-term beneficial influence for the resources and people that we manage and study.

All officers are members of the EXCOM and expected to attend all meetings and represent all Chapter and Society-level concerns. They must be thoroughly familiar with the Chapter's Bylaws, Rules, and Procedures as well as other programs and policies of the Chapter and the Society.

Chapter officers, along with standing committee chairs, are a major conduit for expression of member concerns to the EXCOM. As such, they must communicate broadly with members of all backgrounds and professional employment. They must seek opportunities to meet with Chapter members and listen to their interests and concerns.

Although a time commitment has never been assigned to these responsibilities, it is expected that Chapter officers will reduce their involvement in other professional activities to effectively execute their duties.

Each officer has specific responsibilities, as described in Article III E of the Constitution. The EXCOM may also assign officers specific additional duties. In the general conduct of their offices, the elected officers are also expected to perform the following activities:

1. Prepare for and attend all annual, EXCOM and special meetings.
2. Monitor the activities of Chapter committees and other working groups and of units so that they remain active, directed toward their objectives, and consistent with Chapter purposes.
3. Understand Robert's Rules of Order, which is the parliamentary system used to conduct all Chapter meetings (See Appendix 2 for guidelines).
4. The President-Elect should constantly seek prospective members for committees that he or she is required to appoint during their term as Chapter President. As many committee assignments as possible should be made prior to the time of the annual meeting.
5. Advise incoming officers about how to perform responsibilities of their office.
6. Maintain positive relationships and good communications with all other officers.

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## **DUTIES, RESPONSIBILITIES, AND TIMELINES OF MOAFS OFFICERS**

### **PRESIDENT**

Duties are to be implemented as follows:

1. Preside at all meetings.
2. Chair the EXCOM.
3. Communicate with Chapter members and AFS representatives.
4. Extend an invitation to the North Central Division of AFS President to attend the annual Chapter meeting (and any other general activities of the Chapter).
5. Serve as a voting member of the North Central Division of AFS's Executive Committee and attend all meetings of that Committee.
6. Prepare mid-year and annual reports of the Chapter's activities for

presentation at the annual North Central Division of AFS meeting and attend if possible.

7. Serve as a nonvoting member of the Society's Governing Board and attend meetings, if possible.
8. Represent the Chapter on the AFS and NCD/AFS Executive Committees.
9. Appoint chairpersons for standing and special committees.
10. Assume duties as Past-President at the conclusion of the annual meeting.

January/February:

- Assume Presidential duties at the annual business meeting.

February:

- Appoint chairpersons for standing and special committees and inform the EXCOM.

August:

- Monitor progress of all standing and special committees.

December:

- Prepare for the annual business meeting.

All year:

- Arrange for and preside over all business or EXCOM meetings.
- Prepare correspondence for the Chapter as needed.
- Prepare a President's column for the Chapter Newsletter.
- Strive to accomplish action agenda.
- Attend North Central Division and AFS functions as Chapter representative.
- Assume duties of Past-President at the conclusion of the annual meeting.

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## **PAST-PRESIDENT**

Duties to be implemented as follows:

Serve as a member of the EXCOM and a mentor to the current President as needed.

Chair the Awards, Bylaws Review and Nominating committees and select their members (see Awards, Bylaws Review and Nominating Committees for specific duties).

### January/February:

- Assume Past-President duties at the annual business meeting.

### All Year:

- Attend EXCOM meetings.

### August-September:

- Chair committee to review and, if needed, revise the Chapter Bylaws and Handbook.

### October:

- Select two members for the Nominating Committee.
- Develop a list of potential officer candidates.
- Select two members for the Awards Committee.

### November:

- Update the MOAFS Award Nominations Form. Be sure to update the due date (Set the due date for early January at the latest) and the contact information on the form.
- Work with the MOAFS newsletter and IT committees to send out call for awards nominations in the newsletter, on the website, and via email.
- Select and get commitments for officer candidates. You must have two candidates for President-Elect and two more for either the open Treasurer or Secretary position.
- Secure all candidates by Thanksgiving and have each of them send you a

biography to post on the MOAFS webpage.

December:

- Provide the officer candidate biographies to the IT chair by early December.
- Work with IT committee to set up the voting link. The election should start no later than the first of the year. Set the election deadline for the Friday before the MOAFS annual meeting.
- Arrange to get the MOAFS chapter plaques from the MDC Fisheries office in Jefferson City. There will be two, the Funk Award of Excellence and the Weithman Leadership Award. You will need to update both of these later, when you order the individual award recipient plaques.
- Order plaques from AFS for outgoing officers (Go to <http://fisheries.org/about/contact-us/> to find AFS staff member in charge of ordering plaques).

January:

- Select award winners; use a selection committee if necessary.
- Contact the members who nominated award recipients. Work with them to make sure the recipient is planning to be at the MOAFS annual meeting or to arrange for them to be present. Also invite the spouse/family of the recipient. Work with the MOAFS president and MNRC committee to secure a private room for the recipient and their spouse.
- Write letters of recognition to be inserted in plaques.
- Order individual award plaques for award winners, frames or plaques for the letters of recognition, and update the chapter plaques with the new award recipients and any other past ones.
  - In recent years, we have used Golden Ruler for this. The owner is Levi Jones (Travis Moore has served as a contact with Golden Ruler for the Chapter). Contact information is below. They can make individual plaques and the name plates too.

Golden Ruler Inc.  
800 Broaway

Hannibal MO 63401  
(573) 603-1909  
Fax (573) 221-1335  
[www.goldenruler.com](http://www.goldenruler.com)  
[customorders@goldenruler.com](mailto:customorders@goldenruler.com)

- Write award summaries and send to chapter president to use during award presentations.
- Two weeks before end of voting, ask IT chair to send a “reminder to vote” notice to the membership.
- Pick up individual and chapter plaques.
- End of voting – tally election results (don’t count invalid votes).
- Prepare Awards and Nominations chair reports to turn in to Chapter Secretary. Include election results and award summaries.

#### At/Prior to MOAFS Annual Meeting

- Obtain signatures from incoming President on the letters for the outgoing officers and put in those plaques.
- Obtain signatures from the current President on any letters of recognition and put in those plaques.
- Give award plaques to Chapter President to present at MOAFS meeting or awards social.
- Give AFS Society plaques to incoming president for presentation at the end of the annual meeting.
- Submit plaque statement to Chapter Treasurer for payment.
- Turn in Awards/Nominations report to the Chapter Secretary.
- Give Chapter Plaques to the Chapter President.

#### After MOAFS Annual Meeting

- Update Past-President files and send to new Past-President.

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## **PRESIDENT-ELECT**

Duties are to be implemented as follows:

1. Assume the duties of the President if the latter is unable to act.
2. Assist the President as needed.
3. Serve as a member of the EXCOM.
4. Chair the Finance Committee.
5. Serve as a member of the Public Relations Committee.
6. Prepare to make committee appointments for the following year.
7. Promote and coordinate Chapter fundraising activities.
8. Develop an action plan and budget in preparation for the year in which he/she serves as President.
9. Represent, as a proxy, the President if the current President is unable to attend a North Central Division or an AFS Executive Committee Meeting.

### January/February:

- Assume President-Elect duties when installed at the annual business meeting.

### August:

- Prepare draft action plan for next year.

### December:

- Prepare draft list of committee chairpersons for next year.
- Finalize action agenda for next year.

- Prepare next year's budget and plans for financing it.

January/February:

- Assume Presidency at the end of the annual business meeting.

All year:

- Substitute for President as needed.
- Prepare correspondence for President as needed.
- Develop and carry out ideas for fundraising in conjunction with the Finance Committee and with EXCOM approval.
- Attend EXCOM meetings.

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**SECRETARY**

Duties are to be implemented as follows:

1. Serve as a member of the EXCOM.
2. Record and distribute minutes to EXCOM members and committee chairs from all meetings.
3. Keep official Chapter files and records in order and submit copies to the Historian.
4. Maintain membership rolls of EXCOM and annual meetings.
5. Maintain Chapter supplies.
6. Assist the President with correspondence, distribution of materials, and administrative details as needed.

January/February:

- Assume duties at the annual business meeting.
- Obtain records from the outgoing Secretary.
- Distribute copies of annual and EXCOM meetings to the Executive Director of

AFS, North Central Division President, Chapter Historian, and all Chapter Standing Committee chairs.

- Inform North Central Division President, Executive Director of AFS, and appropriate Society staff of current Chapter officers and Standing Committee chairpersons.

March:

- Provide the Newsletter Editor with a summary of the annual business meeting suitable for publication, including recognition of speakers and visiting dignitaries, election results, major decisions and actions, congratulations to award recipients, and recognition of the Steering Committee.
- Provide the Newsletter Editor with a list of titles, names, and phone numbers of all current Standing Committee chairs.

January/February:

- Prepare minutes of the annual business meeting for distribution (the incoming Secretary will review and distribute the minutes to all Chapter Standing Committee chairs, North Central Division President, the Executive Director of AFS, and maintain a limited supply for distribution at the next annual business meeting).

All year:

- Organize and store records.
- Attend and record all EXCOM meetings as a member and distribute the notes within one month (see list above).
- Provide mailing lists or mailing service for Presidential correspondence.
- Contribute to Chapter Newsletters.
- Maintain supply of Chapter letterhead, envelopes, and postage.
- Act as Bylaw consultant and parliamentarian at the annual business meeting.
- Transfer files to incoming Secretary and Historian at the end of the annual business meeting.

- Prepare occasional write-ups for *Fisheries* concerning Chapter activities and programs.

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## **TREASURER**

Duties are to be implemented as follows:

1. Collect and deposit all dues, fees, and funds (see Appendix 1 for summary of Treasurer's duties to maintain Student Support Trust Fund Investments).
2. Disburse funds as authorized by the EXCOM or President.
3. Maintain the tax-exempt status of the Chapter.
4. File IRS and Missouri Department of Revenue forms.
5. Provide an annual accounting of all MOAFS funds at EXCOM and annual business meetings.
6. Arrange for a biennial audit at the end of their term.
7. Serve as a member of the EXCOM, Membership Committee, and Finance Committee.

The following accounts are maintained by the Treasurer:

33970-00. Regular Share (Savings) Organization Account: To maintain our status as an "organization" within the Conservation Employees Credit Union (CECU) located at the Missouri Department of Conservation headquarters address, PO Box 180, Jefferson City, MO 65101 (573-751-4115), we must have a minimum balance of \$25.00. No checks can be written directly from this account.

33970-75. Operations Share Draft Checking Account: This is the account typically referred to as the "General Checking Account" in Treasurer's reports. All operating expenses for the chapter as a whole are handled through this account.

33970-77. Special Projects Share Draft Checking Account: This account is used for special fundraising events outside of the raffle and silent auction typically conducted at the annual Missouri Natural Resources Conference (MNRC). The annual MOAFS raffle and silent auction profits from

MNRC are deposited in the Regular Share (00) or Operations Checking (75).

Student Support Trust Fund: \$100,000 was raised by the Chapter to support professional development of students and related activities. The endowment, called Student Support Trust Fund (SSTF), is deposited in several accounts: Money Market (5% or \$5000), Certificates of Deposit (45% or \$45,000), and Indexed Mutual Funds (50% or \$50,000).

33970-76. Student Support Share Draft Checking Account: This account is used to pay for expenses related to Student Support, such as student awards or student subunit activities

33970-78. Money Market Share Draft Account: This is the Student Support Account. It holds 5% of Student Support Trust Fund (SSTF). Dividends from Certificates of Deposit and Indexed Mutual Funds are deposited in this account to be used to fund activities approved by the Student Support Committee. Although this is a share draft account, no checks are written directly from it. Withdrawals from this account will be transferred to the Student Support Checking Account in years when CD and mutual fund investments fail to generate enough money to fund the primary student support awards.

January/February (1<sup>st</sup> year):

- Notify CECU of a change in officers, fill out a signature guarantee form, add newly elected President and Treasurer to accounts, change address on accounts to newly elected Treasurer, and obtain CECU debit card for the Operations Checking Account (#75).
- Change address with Missouri Department of Revenue (Form 126) to new Treasurer (Missouri tax exempt letter no longer expires).

February-December:

- Attend Executive Committee meetings.
- Pay all approved bills submitted by the EXCOM.
- Deposit income from dues and fundraising activities.
- Maintain tax-exempt status of the Chapter.

- Prepare draft annual financial summary of accounts and budgets and provide copies to the EXCOM.
- Submit IRS Form 990N (online at <https://epostcard.form990.org>) by May 15 each year. Set up an online log in account using MOAFS EIN number and Treasurer's address.
- Track status of SSTF CD and Indexed Mutual Fund investment growth and check status of CD rates. By November 10, provide status report on investment performance of CDs and mutual funds and provide recommendations to Finance Committee. Implement decision of Finance Committee by November 30. Renew any matured CDs and deposit CD profits in the Student Support Checking Account (#76). See Appendix in this document and the Student Support Trust Fund Investment Plan for details on implementation of SSTF investment funds.

January/February:

- Assist Publicity Chair and President-Elect with booth set up at the annual MNRC to collect dues and fundraiser money.
- Provide financial report of accounts and budgets at the annual business meeting and send a copy to the Historian.
- Provide financial statements and records to the incoming Treasurer.

January- December:

- Reconcile monthly bank statements.

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**EXECUTIVE COMMITTEE (EXCOM)**

The Executive Committee (EXCOM) is composed of the elected officers of the Chapter and all Chapter standing and ad hoc or special committee chairs, Chapter Subunit representatives, and the Newsletter Editor. Those with voting privileges are the President, President-Elect, Past President, Secretary and Treasurer.

The EXCOM may meet as a separate entity as needed and is the decision making body on all items as listed in the MOAFS Bylaws (see below) such as officer duties, budget / financial matters, advocacy issues according to the MOAFS Advocacy Policy (See Appendix 3), and filling any officer vacancies.

- A. The EXCOM decides Chapter policies, prepares and submits an annual budget to the Chapter membership for approval, and transacts other necessary Chapter business.
- B. The EXCOM monitors Chapter activities to ensure that approved policies and plans are implemented appropriately.
- C. The EXCOM meets in conjunction with the annual Chapter meeting and approximately midyear between annual meetings. Such meetings are open to all Chapter members.
- D. The elected officers of the Chapter are authorized to act for the Chapter between meetings and to perform appropriate duties and functions.
- E. A majority of the elected officers constitutes a quorum. Any elected officer may appoint a proxy.

## **STANDING AND SPECIAL COMMITTEES**

**Standing Committees** are permanent committees established through the Chapter Bylaws. These committees perform a variety of tasks deemed essential by the membership. Committees carry the burden of substantive work conducted for the membership as a whole.

Additional Standing Committees are established through amendments to the Bylaws, usually by converting a special committee that has functioned effectively for several years and the charge of which has been deemed worthy of standing-committee status.

The MOAFS President appoints and charges the chairs and members of all standing committees within 30 days after the annual meeting unless otherwise specified. All appointees must be Active Members, and their terms of duty extend to the end of the next annual meeting if not stipulated otherwise.

**Special Committees** address topics that do not fall under the responsibilities of Standing Committees. In the past, the terms “ad hoc” and “sessional,” as well as “special,” have been used to denote this type of organizational unit. The term “Special Committee” is now designated in the Bylaws as the standard name for any group acting for the Chapter that is not specifically authorized in the Bylaws.

Special Committees are formed when the MOAFS President or EXCOM decides that a formalized action or position is needed on some issue. Examples include internal studies or specific functions (e.g., long-range planning), developing issues of state, national or international importance, or new initiatives.

Special Committees are established by the MOAFS President, with no additional

authorization needed. They exist for one year, but may be re-appointed in subsequent years at the discretion of the subsequent MOAFS President. Members may include individuals who are not Active Members of the Society, particularly for Special Committees established in partnership with other professional/scientific societies or for issues on which current AFS expertise is limited. Special Committees and their current chairpersons are listed on the MOAFS Web site.

## **GENERAL RESPONSIBILITIES**

In addition to the specific responsibilities for each committee, committee chairs share a number of general responsibilities, as follows:

1. Ensure that the committee charge is well understood and implemented:
  - Confer with the MOAFS President after being appointed to determine the exact charge of the committee and any unusual or specific charges for that year. Work must begin quickly because committees generally have one year or less to perform their charges.
  - Confer with the outgoing chair of the committee to determine what tasks remain from the preceding year and to receive documents, supplies, and other materials necessary for committee function.
  - Review the Bylaws and Handbook with special emphasis on the sections relevant to your committee.
2. Committee Appointments:
  - Official appointments are made by the MOAFS President. The Chair should be a voting member and work with the President to develop a list of potential committee members. Potential members should be contacted to determine their ability and willingness to join the committee. It is the responsibility of the Chair to make expectations and work load requirements clear to potential committee members.
  - Broad representation in committee membership is important so that the committee accurately reflects the MOAFS overall viewpoint. Geographic location, professional expertise, and employment sector are primary criteria for committee balancing.
  - There is benefit to maintaining institutional memory as well as a fresh perspective on committee responsibilities. The Chair should balance those by recommending a mix of new and returning members.

- Some committees have very specific limitations on membership and terms of service. It is the Chair's responsibility to ensure that the MOAFS President is aware of them and makes appointments accordingly.

### 3. Committee Leadership:

- Immediately after appointment of the committee, contact all members to describe the nature of the committee's work, the specific tasks to be completed and the associated timetables, and to solicit suggestions from members concerning the most efficient and effective way to perform those tasks.
- Work with committee members to develop goals, time schedules, and responsibilities. Be respectful of the fact that this is volunteer work and allow sufficient time to complete the tasks.
- Maintain regular contact with committee members. Members rely on the Chair to keep them on schedule, which means that one of the Chair's main jobs is to keep the members working.
- When appropriate, encourage members to confer with colleagues, both within and outside MOAFS, who may be interested in the committee's charge or have experience with similar issues or activities. Exceptions would be in cases where the committee has agreed to keep interim drafts confidential until a final draft is completed or for confidential issues.

### 4. Committee decisions and minority opinions:

- On questions requiring votes, the Chair should vote only to break ties or vote with a sealed ballot before the rest of the committee so the Chair's vote cannot unduly alter the outcome.
- In all deliberations, encourage members to express their opinions before expressing the Chair's. Participate in the process only as much as any other member.
- Prohibit any individual member from dominating the committee's viewpoint by actively seeking the opinions of all members (e.g., circulating drafts of one member's long letter, asking each member to speak on each issue or asking specific questions of each member during conference calls).
- Provide opportunities for committee members to include minority opinions or reports along with the main actions or recommendations of the committee.

## 6. Reports and Record Keeping:

- Submit midyear and annual reports to the MOAFS President, on time and in the prescribed format with a copy to the Historian.
- Maintain complete and orderly files of committee correspondence and action for transmission to the incoming chair where appropriate. This should include memos to the file describing any new procedures or modifications used during the year.
- Provide copies of all pertinent files and records to the Chapter Historian.

## 7. Institutional Memory and Continuity:

- Review the Bylaws and Handbook near the end of your term as Chair. Do those documents accurately describe committee roles and operations? Recommend to the President any changes necessary for the efficient operation of the committee and Chapter. Make the recommendation in the form of a motion to update the appropriate document(s) so that the EXCOM will consider it at their next meeting.
- At the end of your term, write letters to active committee members, thanking them for their participation.
- Recommend prospective committee members and chairs for the following year to the President-Elect.

## **COMMITTEE PURPOSES, COMPOSITION, DUTIES, AND SPECIFIC RESPONSIBILITIES**

For each of the Standing Committees, the following sections will be included. The intent is to provide a complete, clear and concise documentation of why the committee exists, who should be on the committee, what the committee does and, when available, how they should do it. The idea is to enhance efficiency and consistency by providing clear guidance to future committees.

### **Purpose:**

This will include the committee description directly from the Bylaws. If the Bylaws are changed this section should be changed similarly. It is acceptable to add additional detail regarding purpose as long as it is consistent with the Bylaws. Care should be taken not to mix duties or operational details into this section.

### **Composition:**

Some Standing Committees have very specific requirements for membership. Most are less specific. All Chairs are appointed by the President except for the Rivers and Streams Committee who is elected by vote of that committee at its summer meeting (that elected Chair is subject to approval by the President-elect, and takes office at the end of the annual meeting of the Chapter). In all cases, care should be taken to obtain broad representation in committee membership. This is important so that, to the extent possible, committee perspectives reflect those of the Chapter. Geographic location, professional expertise, and employment sector are primary criteria for committee balancing.

### **Duties:**

This should be a list of the specific duties for each committee.

### **Operational Guidelines:**

These are not relevant to every committee, but some have rather specific rules for operation. These are distinguished from duties in that duties are “what you do” and operational guidelines are suggestions on “how to do it.” This distinction is not always clear but can be helpful.

## **AWARDS COMMITTEE**

### Purpose:

Solicit nominations for Chapter awards.

### Composition:

Chaired by the Past-President. The CFM (Conservation Federation of Missouri) Liaison Chair is a member to assist with the selection of the Conservation Foundation of Missouri Charitable Trust's Ed Stegner and Carl Morrow awards in Fisheries. Two other members required.

### Term(s) of Service

One year for the Past-President.

Duties are to be implemented as follows (also see Past-President duties):

Solicit nominees in all categories of awards:

**John L. Funk Award of Excellence.** This award is presented to a Chapter member who makes a substantial or long-term contribution to the field of aquatic resource conservation. Non-members may receive this award, but their contributions must be outstanding.

**A. Stephen Weithman, Jr. Leadership Award.** This award is presented to a member who provides exemplary leadership in the Chapter. Only members may be considered for this award.

**Missouri Chapter of the American Fisheries Society Citizens Award.** This award is presented to a person or persons not directly employed in the aquatic field and who make a substantial or long-term contribution to the field of aquatic resource conservation.

**Letters of Recognition.** Letters of recognition are presented to either members or non-members to acknowledge one-time or short-term contributions not covered by the other awards.

**Ed Stegner Natural Resource Scholarship in Fisheries** (\$1000, funded by the Conservation Foundation of Missouri): established to provide major financial aid to encourage and assist undergraduate students in five areas of natural resource management: fisheries, forestry, wildlife, parks and recreation and soil and water conservation.

**Carl Morrow Graduate Scholarship in Fisheries** (\$1000, funded by the Conservation Foundation of Missouri): established to provide major financial aid to encourage and assist Missouri graduate students in five areas of natural resource management: fisheries, forestry, wildlife, parks and recreation and soil and water conservation.

**Minority Natural Resource Scholarship** (\$1000, funded by the Conservation Foundation of Missouri): The Conservation Foundation's Minority Natural Resource Scholarship has been established to provide financial aid to encourage and assist minority students who are interested in a career in natural resource management, especially in the fields of Fisheries, Wildlife, Forestry, Parks and Recreation and Soil or Water Conservation. The Foundation's goal is ultimately to increase cultural diversity in Missouri's state and federal natural resource agencies.

All committee members shall consider all nominations and select recipients as appropriate by a majority.

The Chair or designee shall arrange for the appropriate plaque(s), certificate(s), or framed letter(s), prepare appropriate remarks and present all awards (except the Ed Stegner and Carl Morrow awards in Fisheries, which are presented to the recipients at the annual meeting of the CFM) at the annual meeting or sometime during the Missouri Natural Resources Conference.

The Chair or designee shall arrange to have the names of the recipients of the Funk and Weithman awards engraved on the appropriate permanent plaque.

The Chair shall notify the appropriate individuals in the North Central Division of AFS and the Society of the awardees (with photos if available).

#### Operational Guidelines:

Duties are to be implemented as follows:

1. Update the due date and contact information on the MOAFS Award Nomination Form by November. Set due date for submissions for early January.
2. All forms of communication should be used to solicit nominations such as Chapter email, website and newsletter (especially the summer or fall issue). In addition, nominations may come from within the Awards Committee.
4. All nominations must be accompanied by a narrative description, in sufficient detail, to assist the awards committee in making a decision. All nominations must

- be submitted two months prior to the annual meeting.
5. Awards do not have to be given each year.
  6. Only one recipient may be chosen for the Funk, Weithman, and Citizens awards. Letters of Recognition may be awarded to more than one individual or groups of individuals.
  7. Select award recipients by mid-January.
  8. Obtain the Funk Award of Excellence and A. Stephen Wiethman, Jr. Leadership Award plaques from the Missouri Department of Conservation's Fisheries Division Office in Jefferson City. These need to be updated while ordering the individual award recipient plaques.
  9. Order plaques for outgoing officers from AFS (go to <http://fisheries.org/about/contact-us/> to find AFS staff in charge of ordering plaques).
  10. Contact the members who nominated award recipients and work with them to ensure that the recipient is planning to attend the annual meeting and arrange for them to be present. Also invite spouse and/or family members to be present if applicable. Contact MOAFS President and the MNRC Officers to secure a complimentary room (if available) for the recipients and guests.
  11. Prepare letters of recognition to be framed. Order individual award plaques for winners, frames or plaques for letter(s) of recognition, and update the Chapter's plaques with the new award recipients.

In recent years, Hometown Signs and Awards has been our vendor for the plaques and name plates (Travis Moore has served as the contact person for them). Contact info is: Hometown Signs and Awards, 3208 Market Street, Suite E., Hannibal, MO 63401. (573) 248-0146.  
hometownsigns@sbcgobal.net
  12. Prepare award summaries and submit to Chapter President to be used at the award presentations.
  13. At or prior to the annual meeting, obtain signature of the President on any letters of recognition and put those on plaques.
  14. Provide the plaques to the President for presentation at the annual meeting or awards social at the MNRC.

15. Submit plaque expenses to the Treasurer for payment and turn in the Awards report.
16. Send Chapter plaques to the Fisheries Division at Jefferson City for display and safe-keeping.
17. Provide Secretary and Historian with the Awards Report.

## **BYLAWS REVIEW COMMITTEE**

### Purpose:

Review and recommend changes, if necessary, to the Chapter's Bylaws and Handbook.

### Composition:

Immediate Past-President chairs this committee and selects at least two other members.

### Term(s) of Service

One year for Past-President.

### Duties:

The Chair shall select committee members and arrange a review of the Bylaws (this is the defining document for the Chapter and it takes precedence over all other rules and procedures of the Chapter) and Handbook (this is the lowest level of documentation of Chapter operations; established to provide continuity in the conduct of Chapter business), and draft any necessary updates.

### Operational Guidelines:

Duties are to be implemented as follows:

1. Proposed amendments to the Bylaws must be circulated to the membership at least 30 days prior to a vote.
2. Bylaws may be amended by a 2/3 majority of Voting Members who vote on the amendment.
3. Any adopted amendments shall be reviewed by the Society's Constitutional Consultant for conformity with the Society's Constitution, Rules and Procedures. If approved, they are then presented to the Society's Governing Board for final approval either at their mid-year or annual meeting.
4. Amendments take effect when the Chapter receives written notice of their approval by the Governing Board from the Society's Executive Director.

## **CONSERVATION FEDERATION OF MISSOURI (CFM) LIAISON COMMITTEE**

### Purpose:

Represent the Chapter at CFM meetings and, in turn, provide information about CFM activities to the Chapter. Coordinate, with the Awards Committee, the annual awarding of the Conservation Foundation of Missouri Charitable Trust Ed Stegner and Carl Morrow scholarships in Fisheries.

### Composition:

Chair is appointed by President. Chair only. The liaison can be the same person as the Environmental and Legislative Concerns Committee Chair due to compatible goals of the two positions.

### Term(s) of Service:

One year. Unlimited reappointments.

### Duties:

Promote the interests of the Chapter within the CFM, provide scientific expertise on aquatic issues to CFM, and submit a report of CFM activities to the Chapter EXCOM and members. Serve on Awards Committee as liaison with the Executive Director of the Conservation Foundation of Missouri Charitable Trust to select the awardees of the Ed Stegner and Carl Morrow scholarships in Fisheries each year.

### Operational Guidelines:

Duties are to be implemented as follows:

1. The Chapter is an Affiliate Member of CFM. When Chapter membership exceeds 250, the CFM Liaison serves as an Affiliate Director and as such has a vote on the CFM Board of Directors.
2. If Chapter membership is less than 250, the CFM Liaison will have to work with the "Affiliate Representative for Clubs of less than 250 members" on issues requiring a CFM vote.
3. The CFM Liaison may participate within CFM by becoming a Chair of a CFM committee.

4. The CFM Liaison must represent Chapter EXCOM while performing their duties within CFM meetings.
5. Each fall establish contact with the Executive Director of the Conservation Foundation of Missouri Charitable Trust to let them know of our intent to assist in selecting the awardees of the Ed Stegner, Carl Morrow, and Minority scholarships in Fisheries/ Natural Sciences.
6. Review applications with members of the Awards Committee, select winners and communicate the results to the Executive Director of the Conservation Foundation of Missouri Charitable Trust no later than December 31.

## **CONTINUING EDUCATION COMMITTEE**

### Purpose:

Assess the continuing education needs of the fisheries profession in Missouri and provide appropriate continuing education courses and activities to improve and expand the skills of Missouri fishery workers.

### Composition:

Chair is appointed by President. Three members preferred.

### Term(s) of Service

One year. Unlimited reappointments.

### Duties:

- Chair serves on the Finance Committee.
- Set criteria and establish guidelines to ensure quality control of all Chapter sponsored continuing education courses.
- Approve continuing education activities sponsored by the Chapter.
- Assess continuing education needs of the fisheries profession in Missouri.

### Operational Guidelines:

Duties are to be implemented as follows:

1. Conduct surveys of Chapter and Subunit members to determine needs.
2. Coordinate training efforts with those of the appropriate state and federal agencies.
3. Organize courses and workshops with approval of the EXCOM.
4. Transmit workshop enrollment fees to the Treasurer.
5. Prepare and distribute publicity regarding availability of courses as needed.

## **DISABLED ANGLER COMMITTEE**

### Purpose:

Promote increased fishing opportunities for, and provide specialized fishing equipment to, disabled anglers.

### Composition:

Chair is appointed by President. Three members preferred.

### Term(s) of Service

One year with unlimited reappointments.

### Duties:

- Chair serves on the Finance Committee.
- Acquire funds for the MOAFS Disabled Angler Fund.
- Encourage civic organizations, resource management agencies and other government entities to design their recreational facilities to accommodate disabled anglers.
- Sponsor special fishing events for disabled anglers.

### Operational Guidelines:

Duties are to be implemented as follows:

1. Identify prospective candidates for MOAFS specialized fishing equipment.
2. Work with local entities to co-sponsor disabled angler events.
3. Coordinate the acquisition, maintenance and distribution of equipment.
4. Promote special events in appropriate local and regional news outlets.

## **ENVIRONMENTAL AND LEGISLATIVE CONCERNS COMMITTEE**

### Purpose:

Identify, track and review proposed state and federal legislation that affect aquatic resources to enable the Chapter membership, especially the President and EXCOM, to provide input on environmental issues to legislators and other appropriate agencies.

### Composition:

Chair is appointed by President. Three members preferred. Chair can be the Conservation Federation of Missouri Liaison.

### Term(s) of Service

One year. Unlimited reappointments.

### Duties:

- Identify, track, and review proposed state and federal legislation potentially affecting aquatic and fisheries resources.
- Prepare briefing papers on relevant topics, including recommend actions, and submit to the EXCOM for consideration.
- Prepare legislative reports and submit to the Chapter's Newsletter Editor.

### Operational Guidelines:

Duties are to be implemented as follows:

1. Legislative materials for Missouri may be obtained from the Conservation Federation of Missouri's Legislative Newsletter.

## **FINANCE COMMITTEE**

### Purpose:

Raise funds for Chapter operations.

### Composition:

Chaired by President-elect.

Chairs of the Continuing Education, Disabled Angler, Rivers and Streams, and Student Support committees are members of this committee. Other members may be appointed by the President or selected by the chair.

### Term(s) of Service

One year for President-elect. Others may serve unlimited reappointments.

### Duties:

- Prepare an annual budget for MOAFS and a plan for financing it.
- Coordinate MOAFS raffle at the annual meeting.

### Operational Guidelines:

Duties are to be implemented as follows:

1. Compile a draft budget for the annual meeting to present at the annual EXCOM meeting.
2. Pursue outside funding from private entities.
3. Requests for items to be used in the silent auction should go out at least two months before the annual meeting with an additional reminder two weeks before the meeting. The chair can choose the type of raffle or fund raising event to be used (50/50, prizes, items for sale, other).
5. Help coordinate other fundraising events.
6. Follow through on fundraising ideas from members.
7. Field any requests for funding from outside groups (e.g., local natural resource conferences, etc.) and present to the membership.

## **HISTORIAN**

### Purpose:

Collect, compile, organize and maintain Chapter records.

### Composition:

Chair appointed by President. Other members may participate as committee members and/or future or past Historians to provide continuity in record-keeping.

### Term(s) of Service

One year. Unlimited reappointments.

### Duties:

Collect, compile, organize and maintain MOAFS records.

### Operational Guidelines:

Duties are to be implemented as follows:

1. Chapter records are defined as the minutes of the annual and any EXCOM meetings, annual Treasurer's report, copy of the annual program, copies of any awards or commendations given to the Chapter, results of the annual election and any other items that contribute to the history of the Chapter.
2. Remind the Secretary, Treasurer and all committee chairs of their responsibility to provide their records.
3. Every three years, transfer records to the State Historical Society of Missouri (1020 Lowry Street, Columbia, Missouri 65201) for long-term storage.
4. Prepare and present an annual update of activities and accomplishments at the annual business meeting.

## **INFORMATION AND TECHNOLOGY COMMITTEE**

### Purpose:

Oversee the production and maintenance of electronic communication within the Chapter. Provide for electronic balloting for election of officers or changes in the bylaws.

### Composition:

Chair is appointed by President. Three members preferred. The Newsletter Editor is a member of this committee.

### Term(s) of Service

The Chair serves a 2-year term, with no term limitations.

### Duties:

- The Chair shall arrange an email listserv that will be updated throughout the year and maintain MOAFS website and all pertinent messages on Newsroom section.

### Operational Guidelines:

Duties are to be implemented as follows:

1. Maintain and administer the Chapter listserv:
  - a. Update listserv with new members and remove lapsed members at least once a year (suggest a month after the MNRC meeting, when many members pay their yearly dues).
  - b. Pass on emails to the membership as requested – review all emails for appropriate contact – if in question, consult the President.
2. Maintain the chapter website:
  - a. February: update officer list on the website.
  - b. June and December: post the Chapter Newsletter.
  - c. Update other sections of the website as needed.
3. Solicit new photographs of members to post on the website yearly.
4. Assist on technological needs of the membership.
5. Check on webhosting and web programs to make sure they are the best available.

6. Maintain and store any technological material belonging to MOAFS. Outdated equipment will be proposed for surplus during the yearly EXCOM meeting.
7. Propose new IT equipment to MOAFS EXCOM or general membership if a need is identified.

## **MEMBERSHIP COMMITTEE**

### Purpose:

Encourage membership and involvement in the Chapter and the Society and maintain a membership list.

### Composition:

Chair is appointed by President. Three members preferred. The Treasurer serves as a member of this committee.

### Term(s) of Service

The Chair serves a 2 -year term-with no term limitations.

### Duties:

- Serves on the Public Relations Committee
- Maintain Chapter and Society membership lists, including addresses and status of dues paid (Society membership information can be obtained from the Society Secretary at 5410 Grosvenor Lane, Bethesda, MD 20814, phone (301) 897-8616 or fax (301) 897-8096.
- Prepare a report for the annual business meeting (and as appropriate for the newsletter) that summarizes membership and committee activities.
- Serve as a liaison with the Society and North Central Division committee chairpersons.
- Assist with the collection of membership dues and member contact information at the annual meeting.
- Encourage lapsed members to renew membership.
- Confirm new and renewed memberships on a timely basis.
- Seek to develop value-added member benefits.
- Promote the Chapter by using the display at appropriate annual meetings.

## Operational Guidelines:

Duties are to be implemented as follows:

1. The Chapter President receives a monthly update from the Society about membership. The President may choose to share the information with the Membership Chair as it is received, or at their convenience. The information is also available from the American Fisheries Society Membership Committee.
2. Membership dues are collected at the annual business meeting and at other times. Ensure that the MOAFS booth has a membership list during the annual business meeting. The membership list should include whether members are current with both the Chapter and the Society prior to the business meeting. The list should be updated as members pay Chapter dues during the annual business meeting. This information will also be used to verify and compare with records for other fundraising. The Treasurer will receive and account for dues. Dues can be held in a cash box locally during the Missouri Natural Resources Conference. Large sums of money may be kept in a motel vault.
3. The Membership Chair will mail or email a reminder to members who are delinquent in payment by May 1 each year. Confirm with renewals and new members that their payment was received.
4. Student subunit members are considered chapter members. The information about their membership is available through the Student Support Committee Chair, and is updated once or twice per year. Students do not pay dues to the Chapter, but rather to their subunit.
5. Each fall, the number of members is provided to the Treasurer so the affiliate membership to the Conservation Federation of Missouri (CFM) can be renewed. The Chapter's ability to vote on the CFM depends whether membership is greater than 250 individuals. The price of affiliate membership is also determined by the number of Chapter members.
6. A membership web form is located on the website and can be updated as necessary. All new members should fill out this form. If a member needs to update their contact information or desires to change their privacy designation, the form may be updated.
7. Member privacy is important to protect. Unless the membership list indicates that an individual wishes for their contact information to be shared with outside

organizations, it may not be shared. CFM often asks for a complete list of member contact information. A member's contact information will not be shared with CFM or any other organization unless so indicated in the member roster.

8. Value-added member benefits could include: access to discounted services or products, a mentoring and reverse-mentoring program, and others.

## **MISSOURI NATURAL RESOURCES CONFERENCE STEERING COMMITTEE**

Purpose: (Refer to the Missouri Natural Resources Conference Operations Manual 2014)

Organize the annual conference, with hosting duties rotated among the following sponsoring societies: Society of American Foresters; American Fisheries Society; The Wildlife Society; and The Soil and Water Conservation Society.

Composition:

The host society appoints the new Steering Committee person by the Post-Conference meeting (or shortly thereafter) in January/February. By May 1, the Steering Committee Member selects the Workshop and Program Committees. By the January/February Post-Conference meeting the following year, the Steering Committee Member appoints the other 10 committee members and all are required to attend the Post-Conference meeting. All Steering Committee appointees shall be confirmed by the president/chair of their respective society.

Term(s) of Service

Committee members are appointed for 4-year terms, serving as members for three years when the conference is hosted by SAF, TWS, and SWCS and eventually chair the committee in the fourth year when AFS is the host.

Duties:

The Steering Committee Chair is responsible for directing the planning, executing, and physical management of the conference. They call and chair meetings of the Steering Committee, communicate with and direct the Treasurer and other chairs. The Steering Committee Chair is expected to inform the cooperating agencies, and the professional societies' executive committees of the activities of the Steering Committee.

Operational Guidelines:

The basic schedule of meetings is as follows:

1. At the January/February meeting, held at the conclusion of the conference, the Steering Committee confirms the recommendation of the Arrangements Committee for the dates and location of the conference to be held the following year. All committee chairs review the conference (attendance, finances, scheduling, facilities, etc.). The retiring Steering Committee Chair's replacement on the Steering Committee shall be named by this time, if possible, and be in

attendance. Program Committee with cooperation of Workshop Committee announces theme for next year along with Plenary session speaker options and workshop program concepts.

2. At the April committee meeting, the Steering Committee Chair informs members and committee chairs of their responsibilities, reviews the conference planning schedule, and reviews the financial audit and budget needs for each committee.
3. The August committee meeting reports progress prior to autumn deadlines.
4. The October committee meeting is held at the conference site to allow all committee members an opportunity to preview the facilities and to anticipate and resolve any conflicts in space and time allotments.

## **NEWSLETTER EDITOR**

### Purpose:

Publish two Chapter Newsletters each year and coordinate their distribution with the Information and Technology Committee Chair and Website Manager.

### Composition:

Newsletter Editor is appointed by President.

### Term(s) of Service

Newsletter Editor serves a 2-year term, with no term limitations.

### Duties:

Solicit, compile and publish articles to facilitate communication within and outside the Chapter. Serve on the Information and Technology and Public Relations committees.

### Operational Guidelines:

#### Recommended contents:

##### June:

1. List of EXCOM members.
2. President's message.
3. Election results.
4. Summary of the annual meeting.
5. Committee reports.
6. Subunit reports.
7. Current events and news (local, U.S. and world).
8. Photos of members in action.
9. Job Search Links & Employment/Student Opportunities.
10. Announcements of publications, meetings, symposia, conferences and workshops.
11. Words from the Editor.

##### December:

1. President's message.
2. Fund raising update.
3. MNRC announcement.
4. Candidate biographies.
5. Request for awards nominations.
6. Committee reports.
7. Subunit reports.
8. Job Search Links & Employment/Student Opportunities.
9. Current events and news (local, U.S. and world).
10. Announcements of publications, meetings, symposia, conferences and workshops.
11. Words from the Editor.

## **NOMINATING COMMITTEE**

### Purpose:

Develop a slate of potential officer candidates for presentation to the membership so that they can elect Chapter officers.

### Composition:

Chaired by Immediate Past-President, who selects at least two members.

### Term(s) of Service

One year.

### Duties:

- Select at least two committee members.
- Discuss and select candidates for the offices of President-Elect and Secretary and Treasurer (as needed). Two candidates are required for President-Elect and two more for either an open Treasurer or Secretary position.
- Contact the candidates to ensure their willingness to accept officer responsibilities if elected by November.
- Acquire candidate biographies to post on the MOAFS website and provide to the Newsletter Editor and IT Chair by early December.
- Coordinate with the IT Committee to set up the voting link. The election should start no later than the first of the year. Set the election deadline for the Friday before the annual MOAFS Meeting.
- Two weeks before end of voting, inform IT Chair to send a “reminder to vote” notice to the membership.
- Tally election results.
- Report election results to the Secretary and give the results at the annual meeting.
- Send follow-up letters to all candidates.

Operational Guidelines:

1. Select worthy candidates by October.
2. Share list of duties and operational guidelines with prospective candidates to ensure that they are fully informed of their proposed duties if elected.
3. Send the slate of candidates and biographies to the Newsletter Editor in time for inclusion in the fall newsletter.
4. Work with IT Committee to set up online voting.

## **PUBLIC RELATIONS COMMITTEE**

Purpose: Promote the Chapter at other meetings, assist with fundraising and coordinate the fund raising activities at the annual meeting.

Composition:

President-elect, Newsletter Editor, and Membership Committee Chair and a Chair (appointed by the President) who selects at least two additional committee members.

Term(s) of Service

Unlimited.

Duties:

- Select at least two committee members.
- Prepare, distribute and display Chapter promotional materials.
- Propose and coordinate innovative fund raising techniques with EXCOM approval.
- Supervise the Chapter's annual fund events at the MNRC.

Operational Guidelines:

Duties are to be implemented as follows:

1. Arrange for Chapter promotional events at the MNRC, at the Midwest Fish and Wildlife Conference and the Society's meeting when in held in Missouri.
2. Maintain and update as necessary Chapter promotional materials.
3. Annually coordinate obtaining space for a fund raising and information booth at the MNRC, and solicit individuals to supervise it.
4. Develop and maintain a list of potential donors to the Chapter.
5. Coordinate a raffle at the annual meeting.

## **RIVERS AND STREAMS TECHNICAL COMMITTEE**

### Purpose:

Promote the wise use and management of Missouri's river and stream resources. The Chair serves on the Finance Committee.

### Composition:

Chair and Secretary are elected by vote of the committee at its summer or fall meeting and are subject to approval by the President-elect (and takes office at the annual Chapter meeting).

Open to all MOAFS members.

### Term(s) of Service

Chair and Secretary serve one year, with unlimited reappointments.

### Duties:

- Facilitate the transfer of information between the Rivers and Stream Technical Committee and the Rivers and Streams Technical Committee of the North Central Division of the American Fisheries Society.
- Provide a forum for interaction for committee members.
- Provide the general public and private conservation organizations with information on stream-related issues and opportunities.
- Foster awareness of stream-related issues and opportunities with all resource professionals.
- Identify developing stream-related issues and opportunities.
- Develop position statements and strategies to address identified issues and opportunities.

### Operational Guidelines:

1. Committee Chairperson.
  - a. Schedule at least one meeting a year during the summer or fall.  
Additional meetings may be scheduled as needed throughout the year.

- b. Provide leadership for the committee, acting as liaison to the Chapter EXCOM, and attending EXCOM meetings.
  - c. Monitor work assignments to ensure completion.
  - d. Coordinate with the committee Secretary to provide an update of committee activities to the Newsletter Editor and Staff.
  - e. Present a report of the committee's activities and accomplishments at the Chapter's annual meeting.
2. Committee Secretary.
- a. Prepare a summary of the Rivers and Streams Technical Committee meetings.
  - b. Provide meeting summaries to the Chapter President, Chapter Secretary, the Chapter Historian and the Committee Chairperson.
  - c. Coordinate with the Committee Chairperson to provide an update of Committee activities to the Newsletter Editor and Staff.
3. Committee Decisions.
- a. Shall be made by consensus.
  - b. Results will be reported to the EXCOM.
  - c. Members unable to attend a meeting may participate in decision making via phone or electronic communication.

## **STUDENT SUPPORT COMMITTEE**

### Purpose:

Promote and encourage student involvement in Chapter activities and in the aquatic sciences profession by assisting with financial support and facilitating information exchange to aid in their professional development.

### Composition:

Chair appointed by President. Two other committee members preferred at a minimum. The chair selects committee members, subunit liaisons, and award selection committees for the various awards distributed by the committee.

### Term(s) of Service

Unlimited.

### Duties:

- The Chair serves on the Finance Committee.
- The Chair shall work with committee members to determine appropriate gifting strategies to distribute available funds.
- The Chair shall coordinate the application and selection process for MOAFS' various awards and their associated selection committees, including but not limited to travel assistance, scholarships, and best presentation.
- The Chair shall coordinate communication between the student units, their liaisons, and MOAFS.
- The Chair, committee members, and MOAFS liaisons shall recruit, involve and retain a diverse group of students and foster their interest in Chapter activities and business.

### Operational Guidelines:

The duties are to be implemented as follows:

1. Along with treasurer and executive committee, plan annual budget expenses to be distributed from Student Support Trust Fund checking account
2. Publicize award opportunities and/or solicit candidates for awards (especially the MNRC student presentations), assemble application packets for selection committee members to review each year, notify award recipients and request a photo and short biography, and coordinate with treasurer to present monetary and other awards.
3. Maintain student unit contact/email list and Facebook account to distribute job

announcements, scholarship opportunities, conference information, and other professional development opportunities and information to interested students.

4. Work with IT committee to update student support website as needed.
5. Obtain student unit membership lists and semester reports to share with MOAFS committees and members.

## **Appendix 1. SUMMARY OF TREASURER'S DUTIES TO MAINTAIN STUDENT SUPPORT TRUST FUND INVESTMENTS AND INVESTMENT PLAN.**

This overview was modified from the Student Support Trust Fund (SSTF) Investment Plan that was approved by the Finance Committee on March 20, 2015. See the Investment Plan for further details on timeline and responsibilities of the Treasurer and Finance Committee members.

### **SSTF Investment Monitoring and Decision Making**

- The plan will be implemented and monitored primarily by the Treasurer, with assistance from other members of the Finance Committee.
- The chairman of the Finance Committee will recommend and the chapter President will annually appoint a person to serve as vice-chairman of the Finance Committee.
- The vice-chairman will be responsible for: (1) serving as the “secondary organization representative” and successor custodian of the indexed mutual fund account as required by Vanguard (2) assisting the Treasurer in monitoring CD interest rates and helping to determine if an upgrade is merited (3) writing the annual SSTF investment results report (4) creating an annual PowerPoint presentation regarding the SSTF investment performance and recommendations.
- The Treasurer, with assistance from the Vice-Chairman of the Finance Committee will determine if a CD upgrade is merited by October 31, annually. The Treasurer will provide SSTF investment performance data and recommendations to the Finance Committee by November 10, annually. The annual Finance Committee meeting to discuss the SSTF will be held between November 10 and November 20. The committee will discuss and vote on all recommendations by November 20 and the Treasurer will begin implementing the approved recommendations by the November 30.
- The Finance Committee will vote to approve and post a report of SSTF investment performance on the chapter’s website by January 31, annually. The Finance Committee chairman or vice-chairman will present the PowerPoint presentation of SSTF investment performance and recommendations to the general membership at the annual MOAFS business meeting.

## **Student Support Checking Account**

- Checking account #76 will be the sole depository for those SSTF revenues intended to support student activities, as prescribed by the Profit Distribution Strategy of the Investment Plan.
- Interest earned from the checking account will remain in the account.
- All student support awards and activities will be funded exclusively through checking account #76.

## **SSTF Buffer Fund**

- Initially fund the MM account at \$5,000. Maintain the buffer fund in the SSTF MM account.
- Funds other than those specifically ear-marked for the buffer fund will not be deposited into the MM account.
- Withdraw money to fund the primary (“must fund”) student support awards from the buffer account only when CDs and indexed mutual fund investments fail to generate at least \$2,500 per year. Increase buffer account principle by \$100 annually, as prescribed by the Revenue Distribution Strategy.

## **Certificates of Deposit**

- Purchase, renew, or upgrade all CDs so they mature in November, preferably on the same day of the month, to be determined by the Treasurer. Purchase or renew CDs at \$12,500 each.
- Establish and maintain a CD ladder comprised of four 4-yr CDs so that one CD will mature each year.

- All revenue earned in excess of the original \$12,500 principle shall only be deposited into the student support checking account #76.
- The laddered CD portfolio shall only be upgraded (to new interest rate) if the upgrade results in at least a 70% increase in total revenue for the entire portfolio. If upgrade is merited, all four CDs in the portfolio must be upgraded in order to maintain ladder synchronization and insure that a CD matures every year.

## **Mutual Fund**

- Establish a mutual fund brokerage account for a not-for-profit organization with Vanguard Group.
- The Treasurer will be the official primary “organization representative” for the mutual fund brokerage account.
- A “secondary organizational representative” (vice-chairman of Finance Committee) will be appointed to serve as “successor custodian” of the Vanguard account upon the Treasurer’s resignation or incapacity. This position and responsibilities are discussed further in the *SSTF Investment Monitoring and Decision Making* section.
- Initially purchase \$33,750 in Vanguard Total Stock Market Index Fund, Admiral Shares (VTSAX) and \$11,250 in Vanguard Total International Stock Index Fund, Admiral Shares (VTIAX).
- Initially sell shares equal to a value that exceeds initial principle of \$45,000, between November 10 and November 30. In subsequent Novembers, annually sell shares equal to a value that exceeds the principle of the previous November.
- All revenues not designated for reinvestment in the indexed mutual fund account will be deposited into the appropriate checking or MM account, as prescribed by the Revenue Distribution Strategy.
- As revenues allow, annually increase the indexed mutual fund principle by \$1,900, as prescribed by the Revenue Distribution Strategy.

- Sell or buy shares to maintain the 3 to 1 ratio of domestic to foreign funds in dollars.
- Withdraw from the buffer account only the amount of money needed to fully fund the primary student support awards.
- Buffer account shall not be used to fund secondary “special request” student support projects.
- Rebuild \$5,000 balance in buffer account (plus inflation) as soon as revenues from CDs and indexed mutual funds recover and exceed \$3,200 per year, as prescribed by the Profit Distribution Strategy.

### **SSTF Revenue Distribution Strategy**

- Interest earned from the MM account will remain in the account.
- All revenues exceeding the original \$12,500 purchase price of a CD that has matured and been cashed out will be placed in student support checking account #76.
- If the value of the indexed mutual fund account exceeds the value of the account from the previous year, then shares equaling the difference in value will be sold. Revenues from the selling of indexed mutual fund shares will be distributed in the following prioritized order:
  1. The first \$3,200 of profits will be deposited into the SSTF checking account to fund \$2,500 in primary student support awards and \$700 for secondary discretionary student support activities.
  2. The amount required to replenish (if needed) the buffer fund, plus an additional \$100 for inflation, will be deposited in the MM account.
  3. \$1,900 will be reinvested in indexed mutual funds account to build principle and cover inflation.

4. All or a portion of any annual revenues remaining after fulfilling Priorities 1-3 will be deposited in either the student support checking account #76 or reinvested in the indexed mutual fund account, as annually determined by the Finance Committee in November.

## **Appendix 2: General Guidelines on Robert’s Rule of Order: the a-b-c’s of Parliamentary Procedure.**

Parliamentary Procedure is a set of rules for conduct at meetings that allows everyone an opportunity to be heard without confusion. Robert’s Rules of Order is the basic handbook of operation for most clubs, organizations and other groups. The general purpose is to maintain democratic rule, flexibility, protection of rights, and a fair hearing for everyone. This appendix is intended to be a ‘quick and dirty’ guide for how to run our business meetings – useful to review before chairing or participating in a meeting.

### **I General Order of Business**

1. Call to Order “The meeting will please come to order”
2. Roll Call or Establishment of Quorum “Will the Secretary please confirm whether quorum is met.”

Quorum: number of members that must be present for business to be conducted legally (see bylaws)

Floor: Whoever has the floor is the one who is permitted to speak at the time according to the meeting agenda.

3. Minutes: the secretary reads or presents a record of the last meeting
4. Officers Reports: Usually just President and Treasurer
5. Committee Reports: First come reports from ‘standing’ or permanent committees, then from ‘ad hoc’ or ‘special’ committees.
6. Special Orders: Important business previously designated for consideration at this meeting.
7. Unfinished/Old Business: Business left over from previous meetings (e.g., ‘tabled’ items).
8. New business: Introduction of new topics.
9. Announcements: Informing assembly of other subjects and events
10. Adjournment: The meeting ends by a vote, or by general consent (or by President’s decision if time of adjournment was pre-arranged)

### **II Motions**

A motion is a proposal that the assembly take a stand or take action on some issue.

Members can:

- 1) Present motions “I move to…”
- 2) Express support for discussion of another member’s motion, or second motions “second”

- 3) Debate motions (give opinions) – moderated by President
- 4) Vote on motions (make a decision)
  - a. Generally, if you suspect that the motion will be unanimously supported, a simple ‘voice’ vote (Aye, or Nay) is sufficient. If you suspect that the decision is controversial, suggest a show of hands or a ballot (i.e., “Division”). A member can ask for ‘Division’ for any motion on the floor.

#### Managing and Allowing Motions:

The President must keep the following in mind before accepting a motion.

- 1) The President can *entertain* but *not* make a motion.
- 2) More than one motion cannot be on the floor. The motion must relate to the business at hand, and be presented at the right time. It must not be obstructive, frivolous, or against the bylaws.
- 3) Some motions may be given that you interrupt the speaker (e.g., president or committee chair), but the original speaker regains the floor after the interruption has been attended to.
- 4) A “Second” is generally required for a motion to be discussed. Without a second, you are not required to vote on the motion and the motion fails.
- 5) The President should always ‘repeat’ the motion to make sure that it is well understood by the membership and all those present. What (s) he repeats is what is officially recorded in the minutes.
- 6) Motions can be altered by proposing an amendment. For the amended motion to be on the floor, it must be seconded by another member. Any amendments must also be repeated by the President.
- 7) Motions only require a majority vote to pass; however, when the rights of the assembly or its members are in question (e.g., motion to suspend or end discussion of an issue), at least a 2/3 vote is often adopted.
- 8) Some motions can be re-debated or re-voted to give members a chance to change their minds. The move to reconsider must come from a member who has changed their mind (the winning side) and seconded.

When making a motion, follow this general order:

- 1) Obtain the floor
- 2) Make your motion
- 3) Wait for a second from the membership
- 4) President will repeat your motion – it cannot be altered at this point without a motion to amend.
- 5) Entertain debate and expand on your motion if necessary (you may only speak

- more than twice by general consent)
- 6) Put to question (ask for a vote)

*See the following page for a quick reference guide on the language of motions. If you feel the membership could benefit from this to smooth meeting procedure, feel free to print it out and hand out to people at the meetings.*

## HOW TO MAKE MOTIONS – LANGUAGE FOR MEETINGS – A QUICK GUIDE

To Do This:	What you Say	May you Interrupt the Speaker?	Do you Need a Second?	Is it Debatable?	Can it be Amended?	What Vote is Needed?	Can it be Reconsidered?
Ajourn meeting	"I move that we ajourn"	No	Yes	No	No	Majority	No
Call intermission	"I move that we recess for"	No	Yes	No	No	Majority	No
Complain about heat or noise	"I rise to a question of privilege"	Yes	No	No	No	No Vote	No (usually)
Suspend further consideration of an issue	"I move to table the motion"	No	Yes	No	No	Majority	No
End debate and amendments	"I move the previous question"	No	Yes	No	No	2/3	No - unless vote on question is not yet taken
Postpone discussion for a certain time	"I move to postpone discussion until"	No	Yes	Yes	Yes	Majority	Yes
Give closer study of something	"I move to refer the matter to committee"	No	Yes	Yes	Yes	Majority	Yes - unless committee has already taken up the subject
Amend a motion	"I move that we amend the motion by"	No	Yes	Yes	Yes	Majority	Yes
Introduce business	"I move that..."	No	Yes	Yes	Yes	Majority	Yes
Protest breach of rules or conduct	"I rise to a point of order."	Yes	No	No	No	No Vote	No
Vote on a ruling of the chairman	"I appeal the chair's decision."	Yes	Yes	Yes	No	Majority	Yes
Suspend rules temporarily	"I move to suspend the rules so that..."	No	Yes	No	No	2/3	No
Avoid considering an improper matter	"I object to consideration of this motion"	Yes	No	No	No	2/3 to prevent consideration	Only if main question or motion was not considered
Verify a voice vote	"I call for a division" or "Division"	Yes	No	No	No	No Vote - unless objection	No
Request information	"Point of information"	Yes	No	No	No	No Vote	No
Retract your motion	"I wish to withdraw my motion."	No	No	No	No	No Vote	Only if the vote is No
Take up a matter previously tabled	"I move to take from the table..."	No	Yes	No	No	Majority	No
Reconsider a hasty action	"I move to reconsider the vote on..."	Yes	Yes	Only if motion to be reconsidered is debatable	No	Majority	NO

### **Appendix 3: MISSOURI CHAPTER AFS ADVOCACY POLICY AND PROCEDURES**

- I. **Purpose:** To provide guidance to Missouri Chapter American Fisheries Society officers and committee members at large when presented with the opportunity to advocate on behalf of the Chapter about an issue affecting fisheries and aquatic resources. Advocacy for fisheries and aquatic resources may further Chapter goals through enhanced understanding and education of others.

II. **Policy:**

Advocacy as addressed here includes *expressing support for or defending a cause, including written or verbal testimony.*

It is the policy of the Chapter to actively advocate for fisheries and aquatic resources on issues affecting those resources, consistent with Society and Chapter goals. A decision to advocate on a resource issue should be made after reviewing Resolution procedures as established in the MO Chapter Operations Manual and should be made based on the following:

- 1) Scientific and technical information exists to clearly define and defend a Chapter position.
- 2) Issue is pertinent to Chapter goals. Geographic boundaries and other aspects of the issue make it relevant to the Chapter.
- 3) Pros and cons of the issue have been considered.
- 4) Timing or nature of the issue indicates Chapter response should be in a form other than a resolution.

When presented with an opportunity for the Chapter to present its views on an issue, the following should be considered:

- 1) The urgency of the issue will often dictate the nature of Chapter review. If time is available, the issue should be taken to the membership for review and approval; urgent issues should be handled by the President as indicated in this policy. Urgent issues can be considered those requiring response in under six months.
- 2) Chapter position on an issue should be evaluated as per procedures outlined below. Position should be known or perceived to be the majority view of the chapter.
- 3) In some cases, issues can be identified before specific opportunities for response

are presented. Consideration should be given to being proactive in this case.

- 4) Some issues are long-term; advocacy requires follow-up and commitment over the long-term. Chapter commitment to advocacy on the issue should be evaluated before a position is stated.

### III. Procedures:

#### A. Content of Chapter Position

- 1) Position on an issue should be based on substantive technical/scientific information.
- 2) All known alternatives should be considered. Conflict should be avoided to the extent possible while maintaining scientific integrity and protecting resource values threatened by the issue.
- 3) Position should be brief, clear, accurate, persuasive, timely, professional, and respectful.
- 4) Strength of position should be based on significance of issue to Chapter goals and degree of effect on resources.

#### B. Format/Medium of Position

- 1) Format of response should be based on: 1. Degree of emphasis and effect desired (as determined in A.4 above); 2. Identity of ultimate decision maker, 3. Evaluation of decision-making process and; 4. Location (s) in process where Chapter can have greatest effect.
- 2) Alternatives considered should include but not be limited to: letter of comment, resolution, white paper or policy paper, referral to Division or Society for action, testimony or presentation at a public forum, and meeting with legislator or other decision maker. More than one alternative may be used.

#### C. Review Procedures (Refer to attached flow diagram)

- 1) Issue Source: Officer, committee member, or member at large presented with an opportunity for Chapter involvement in an issue should:
  - *Evaluate the urgency of the issue*
  - Gather all available information from the original source, with existing time constraints.
  - Summarize information and contact **President (2)** if urgent or

**appropriate committee chairperson or officer (4)** if time permits. The President, committee chairperson, or officer as appropriate should coordinate review/response with other AFS Chapters and subunits on issues extending beyond the geographic boundaries of Missouri.

- 2) President shall evaluate urgency. If urgent, (s) he shall:
  - Establish, contact, and provide information to **Ad Hoc Committee (3)**
- 3) Ad Hoc Committee shall:
  - Be formed and dissolved within the limits of the given issue.
  - Consist of no fewer than three members selected from (in preferred order)
    - 1) Environmental/Legislative Concerns Committee  
Chairperson
    - 2) Known authorities on issue
    - 3) Other EXCOM members
  - Provide to the President recommendations regarding urgency of issue, content, form, and timing of position.
  - Prepare and/or present Chapter position or otherwise assist the President as requested.
- 4) Appropriate Committee Chairperson or Officer shall evaluate urgency. If urgent, issue shall be referred to the President for action. If time permits, Chairperson or Officer shall evaluate issue and present recommendations to **EXCOM (5)** at the next EXCOM meeting or other appropriate time.
- 5) EXCOM shall discuss and make recommendations to the **President (6)** at that time.
- 6,7) President shall direct **appropriate committee chairperson or officer (7)** to act as necessary on the issue. Under most circumstances this should include presentation of the issue to the **members (8)** for direction/vote.
- 8) Members shall discuss and vote or otherwise express views on the issue to the **President (9)**.
- 9) President shall act based on information and guidance received. Action shall consist of a decision whether to advocate on behalf of fisheries and aquatic resources, as well as determine the form of advocacy and follow-up steps needed. Action shall include notification of the original Chapter source (1), and Chapter members, and other AFS Chapters and subunits (e.g., divisions, sections, and committees), North Central Division, Society, and other relevant parties, as appropriate.

# MISSOURI CHAPTER ADVOCACY PROCEDURES

