

Operations Manual

PURPOSE OF THE MANUAL

The Missouri Chapter of the American Fisheries Society (MOAFS), founded in 1964, has seen duties of the officers changed and increased. Committees have been established through the years to address specific Chapter needs. The purpose of this Operations Manual is to list the current officer and committee titles and to explain their responsibilities. The contents of this manual (originally written and approved in October 1992) should be reviewed and updated at least every 5 years to ensure that the Chapter operates effectively.

DUTIES OF OFFICERS

General

Officers in the MOAFS must be members in good standing of the parent American Fisheries Society. There are three elective offices within the MOAFS: President-Elect, Secretary, and Treasurer. The President-Elect serves a 3-year term. After serving as President-Elect for the first year, the incumbent automatically assumes the office of President for the second year, after which he/she fulfills duties required of the position of Past-President in the third year. The Secretary and Treasurer each serve staggered 2-year terms. The Executive Committee (EXCOM) consists of the Past-President, President, President-Elect, Secretary, and Treasurer. The Governing Board consists of the EXCOM and all MOAFS standing and ad hoc committee chairs, the student subunit representative(s) and the Newsletter Editor. The EXCOM may meet as a separate entity as needed and are the decision making body on all items as listed in the MOAFS Bylaws such as officer duties, budget / financial matters, advocacy issues according to the MOAFS Advocacy Policy (1995) and filling office vacancies. The Governing Board approves all other actions or motions relating to committee work.

Officers are to be elected by a mail/email ballot each fall. The terms of office for all officers shall begin and end at the conclusion of the annual Chapter Business Meeting, usually conducted in January or February. In the event an office is vacated, the EXCOM will select a replacement.

President-Elect

The President-Elect will: serve as a member of the Chapter EXCOM, chair the Finance Committee, serve as a member on the Public Relations Committee, assume the duties of President if the latter is unable to act, assist the President as needed, give thought to committee appointments for the following year, promote and coordinate Chapter fundraising activities, and develop an action plan and budget in preparation for the year in which he/she serves as President.

- January/February:
1. Assume duties when installed as officer at the annual Business Meeting.
 2. Assume duties as chair of the Finance Committee.
- February-December:
1. Substitute for President as needed.
 2. Prepare correspondence for President as needed.
 3. Develop and carry out ideas, in conjunction with the Finance Committee, for fundraising with Governing Board or EXCOM

- approval.
- 4. Attend EXCOM and Governing Board meetings.
 - 1. Prepare draft action plan for next year.
- August:
 - 1. Prepare draft list of committee chairpersons for next year.
- December:
 - 2. Finalize action agenda for next year.
 - 3. Prepare next year's budget.
- January/February:
 - 1. Assume duties as President at the conclusion of the annual Business Meeting.

President

The President will: chair and serve as a member of the Chapter EXCOM and the Governing Board, oversee all Chapter activities and policy statements including the Advocacy Policy (1995), plan and preside at all meetings, communicate with Chapter members and parent AFS representatives, represent the Chapter on the Executive Committee of the AFS / North Central Division and at AFS Parent Society meetings, and appoint chairpersons for all standing and special committees.

- January/February:
 - 1. Assume duties when installed as officer at the annual Business Meeting.
- February:
 - 1. Appoint chairpersons for all standing and special committees and copy the Governing Board.
- February-December:
 - 1. Arrange and preside over Executive Committee and Governing Board meetings that are to be scheduled as needed.
 - 2. Prepare correspondence and position statements for the Chapter as needed.
 - 3. Prepare column for the Chapter Newsletter to communicate with Chapter members.
 - 4. Strive to accomplish action agenda.
 - 5. Attend North Central Division and parent AFS functions as Chapter representative.
- August:
 - 1. Monitor progress of all standing and special committees.
- December:
 - 1. Prepare for the annual Business Meeting.
- January/February:
 - 1. Preside over the annual Business Meeting.
 - 2. Assume duties as Past-President at the conclusion of the annual Business Meeting.

Past-President

The Past-President will serve as a member of the Chapter EXCOM, the chairperson of the Nominating Committee, and update Chapter Bylaws and the Operations manual.

- January/February:
 - 1. Assume duties when installed as officer at the annual Business Meeting.
- February-December:
 - 1. Attends EXCOM and Governing Board meetings.
- August:
 - 1. Select two committee members for the Nominating Committee and prepare a draft slate of candidates, subject to EXCOM approval.
 - 2. Forward slate of approved candidates for Chapter officers to Newsletter Editor for inclusion in the fall edition as a mail ballot

- November: 1. Chair a committee to review Chapter Bylaws and revise/update the Operations manual, subject to EXCOM approval.
- January: 1. Tabulates the election ballots and announces election results at the annual meeting.

Secretary

The Secretary will: serve as a member of the Chapter EXCOM; keep official Chapter files and records in order; record and distribute minutes from all meetings; maintain membership rolls of EXCOM, Governing Board and Annual Meetings; maintain supplies; and assist the President with correspondence, distribution of materials, and administrative details as needed.

- January/February: 1. Assume duties when installed as officer at the annual Business Meeting.
2. Distribute copies of the Chapter's resolutions to the Executive Director of AFS, North Central Division President, Chapter President, Historian, Newsletter Editor, Environmental/Legislative Concerns Committee Chair, and other agencies and individuals listed with the resolution.
3. Inform North Central Division President, Executive Director of AFS, and appropriate Society staff of current Chapter officers and committee chairpersons.
- February: 1. Obtain records from outgoing Secretary.
2. Organize and store records efficiently.
- February-December: 1. Attend EXCOM and Governing Board meetings as a member and take notes for distribution within one month to the EXCOM, Newsletter Editor, and Historian.
2. Provide mailing lists or mailing service for Presidential correspondence.
3. Contribute to Chapter Newsletters
4. Maintain supply of Chapter letterhead, envelopes, and postage using recycled paper when possible.
- March: 1. 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.
2. Provide the Newsletter Editor with a list of titles, names, and phone numbers of all current committee chairs.
- December: 1. Order a Past-President's certificate and frame from the Coordinator, subunit Services at the AFS Office in Bethesda, Md and have it appropriately framed to be awarded at the upcoming annual Business Meeting to the outgoing President by the President-Elect.
- January/February: 1. Act as Bylaw consultant and parliamentarian at the annual Business Meeting. After receiving any proposed Bylaw changes from the Chapter Bylaws Review Committee, forward them to the Executive Director of AFS for review by the AFS constitutional consultant. Provide Chapter membership with notice, usually via the newsletter, of any proposed change in Bylaws one month prior to a vote to amend

- the Bylaws.
2. Transfer files to incoming Secretary at the end of the annual Business Meeting.
 3. Prepare minutes of the annual Business Meeting for distribution. The incoming Secretary will review and distribute the minutes to all Chapter committee chairs, North Central Division President, and Executive Director of AFS, and maintain a limited supply for distribution at the following annual Business Meeting.

Treasurer

The Treasurer will: serve as a member of the Chapter EXCOM and Governing Board, Membership Committee, and Finance Committee; handle collection of all dues, fees, and funds; disburse funds as authorized by the EXCOM; provide an annual accounting of funds at year end; and maintain tax-exempt status of the Chapter.

The following accounts are maintained by the Treasurer:

33970-00. 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 maintain this account with a minimum balance of \$25.00. No checks can be written directly from this account.

33970-20. 12 Month Certificate of Deposit. A total of \$14,000 is to be maintained in this 12 month CD annually; the dividends are to be used by the Student Support Committee for awards presented to university students for best undergraduate paper, master's thesis, dissertation, etc. at the annual Missouri Natural Resources Conference. The maturity date must continue to fall prior to the conference to ensure that money will be available at the time awards are presented.

33970-02. Secondary Share Account: This is the Student Support Account. It is used to fund activities and expenses approved by the Student Support Committee. Although this is a share draft account, no checks are written directly from it.

33970-70. Share Draft Account (Checking): This is the account typically referred to as the "General Account" in treasurer's reports. All operating expenses for the chapter as a whole are handled through this account (Any time that purchases or reimbursements are made for Student Support etc, funds are transferred from -02 to -70 to cover the costs).

T Rowe Price Index 500 fund: this is a Midwest Fish and Wildlife Investment strategy.

January/February:

1. Assume duties when installed as officer at the annual Business Meeting
2. Notify CECU of a change in officers and fill out a signature guarantee form.

February-December:

1. Attend Executive Committee and Governing Board meetings.
2. Pay all approved bills submitted by the EXCOM and Governing Board.

- 3. Deposit income from dues and fundraising activities.
- March: 1. Maintain tax-exempt status of the Chapter.
- December: 1. Prepare draft annual financial summary and provide copies to the EXCOM and Governing Board.
- January/February:
 - 1. Set up booth at the annual Conference to collect dues.
 - 2. Provide financial report at the annual Business Meeting.
 - 3. Provide all financial statements and records to the incoming Treasurer.

DUTIES OF COMMITTEES AND OTHER INDIVIDUALS

General

All committee chairs will submit a budget for the next year to the Finance Committee in December and will be expected to provide a succinct written report at the annual Business Meeting covering the highlights of their committee work during the past year. Chairpersons are to be selected by the President-Elect unless otherwise noted. Committee decisions shall be made by simple majority vote with the chairperson breaking ties as needed. Committees may amend their own Charters with their own motions by simple majority vote, pending approval by the MOAFS EXCOM. All committee chairs will be expected to assist the President as needed (for example, with correspondence on topics handled by their committees). The terms of all committee chairs are one year, with unlimited terms, unless stated otherwise in the committee duties. The Executive Committee (all elected officers) all standing and special committee chairs, the Newsletter Editor and the student subunit representative(s) are on the Governing Board of the Missouri Chapter.

Awards Committee

The purpose of the Awards Committee is to publicly recognize outstanding contributions to restoration, maintenance, or enhancement of Missouri's aquatic resources. For continuity, the chairperson selected for this committee by the President should have been a member of the committee the prior year. The Missouri Chapter AFS presents four different awards: John L. Funk Award of Excellence, A. Stephen Weithman Leadership Award, Citizens Award, and Letters of Recognition. The *John L. Funk Award of Excellence* is one of the premier awards 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 contribution must be outstanding. The *A. Stephen Weithman, Jr. Leadership Award* is the other premier award presented to a Chapter member who provides exemplary leadership to the Chapter. The *Missouri Chapter AFS Citizens Award* is the premier award that may be presented to those persons not directly employed in the aquatic field who make a substantial or long-term contribution to the field of aquatic resource conservation. *Letters of Recognition* may be presented to acknowledge one-time or short-term contributions that are not covered by the other three awards. Both members and non-members may receive this award.

Specific duties follow:

- 1. Procure nominations for the four awards from within the Awards Committee or from the Chapter membership. 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 Missouri Natural Resources Conference. Requests for nominations will be made in the August Chapter Newsletter.

2. Consider all nominations and select appropriate recipients by a majority vote of the Committee. Only one recipient each for the Award of Excellence, Leadership Award, and the Citizens Award may be selected annually. Letters of Recognition may be awarded to more than one individual each year.

3. Procure an appropriate plaque for the Award of Excellence, Leadership Award and the Citizens Award. Letters of Recognition will be in the form of framed letters. The chairperson or his/her designated representative will present all awards. The Award of Excellence, Leadership Award and the Citizens Award will be presented at the annual Missouri Natural Resources Conference banquet. Letters of Recognition will be presented either at the banquet or the Business Meeting.

Bylaws Review Committee

The purpose of the Bylaws Review Committee is to recommend changes in the Chapter Bylaws that will help the Chapter operate effectively. The immediate Past-President will chair and select the Bylaws Review Committee. The Bylaws can then be altered or amended by a 2/3 majority of the Chapter members voting at an annual or special meeting or through a Newsletter ballot.

Continuing Education Committee

The purpose of the Continuing Education Committee is to provide training that will improve and expand the knowledge and skills of Missouri biologists so they can be more effective stewards of Missouri's aquatic resources. Continuing education opportunity for Chapter members is an important component of professional development. Such training could include, but not necessarily be limited to, new scientific findings and techniques. The Chair will serve on the Finance Committee.

Specific objectives follow:

1. Conduct surveys of Chapter members to determine what areas of professional training are desired.
2. Coordinate training efforts with the Missouri Department of Conservation and appropriate administrators at universities and at federal agencies, including the U.S. Forest Service, Corps of Engineers, Natural Resources Conservation Service, and U.S. Fish and Wildlife Service.
3. Organize courses and workshops by: soliciting instructors, scheduling times and places, coordinating facility arrangements, preparing bulletins for advertising, determining enrollment costs, establishing enrollment deadlines, determining the minimum and maximum number of participants, conducting enrollment, collecting enrollment fees, providing receipts as necessary, introducing the course(s) and instructor(s), and conducting course evaluations.
4. Transmit workshop enrollment fees and bills to the Chapter Treasurer.
5. Prepare schedules or catalogues of course offerings as needed.

Disabled Angler Committee

The purpose of the Disabled Angler Committee is to promote increased fishing opportunities and provide specialized fishing equipment to eligible anglers. The Chair will serve on the Finance Committee.

Specific objectives follow:

1. Develop a network to identify prospective candidates for this equipment.
2. Outfit at least one angler year or place loaner equipment in at least one location around the state each year.
3. Raise a minimum of \$300 per year for equipment purchases. Acquire funds by working with the Finance Committee.
4. Encourage resource management agencies and government entities to design their recreational facilities to accommodate disabled anglers and to promote the availability of these special facilities.
5. Encourage civic organizations to direct some of their efforts and special events toward disabled anglers.
6. Sponsor one special fishing event for disabled anglers per year.

Environmental/Legislative Concerns Committee

The purpose of the Environmental/Legislative Concerns Committee is to track proposed state and federal legislation which affects aquatic resources to enable the Chapter membership, especially the President and EXCOM, to provide input on environmental issues to legislators and other appropriate agencies. The Chair will work closely with the Resolutions and FIN Representative on aquatic resource issues and legislation.

Specific objectives follow:

1. Provide assistance to the Missouri Chapter AFS by tracking proposed legislation that affects aquatic resources and by coordinating approved testimony during the legislative process. This includes assisting and coordinating with other entities (state, federal, and private resource agencies and groups, universities, etc.) concerned with tracking and providing testimony on proposed legislation affecting aquatic resources. The MOAFS Advocacy Policy (1995) outlines the procedures for all positions the MO Chapter activities related to advocacy that this or any other committee must follow. A copy can be obtained by contacting the President or Secretary.
2. Prepare resolutions and submit to the Resolutions Committee as needed.
3. Prepare a Legislative report for the Chapter Newsletter in April and August. Materials for the report can be gathered from the Missouri Conservation Federation's "Legislative Newsletter" and other relevant publications.

Finance Committee

The purpose of the Finance Committee is to raise funds for Chapter operations including money for the Disabled Angler Committee and the Student Support Committee. The President-Elect will chair this committee and eventually will use funds raised during his/her term as President the following year. Other committee members will include the Treasurer and the chairs of the Continuing Education, Student Support, Disabled Anglers, and Rivers and Streams Committees.

Specific duties follow:

1. Coordinate a raffle at the annual meeting.
2. Propose and coordinate innovative fundraising techniques pending approval by the EXCOM.
3. Pursue outside funding from private businesses.
4. Prepare a budget for the next year.
5. Recommend long range funding goals.

Historian

The Historian's basic responsibility is to organize and maintain the Chapter's records, which are defined as the minutes of the Business Meeting(s), an annual Treasurer's report, a copy of the annual program, copies of any resolutions brought before the Business Meeting, copies of any awards or commendations that the Chapter receives, results of the annual election, approved subunit charters, videos and other items that contribute to the history of the Chapter. The Historian is also responsible for entering the records into the Western Historical Manuscript Collection (WHMC) at the University of Missouri Library at Columbia, Missouri every three years. A standardized format will be developed and maintained for the various types of records. Another responsibility will be to maintain a display of Chapter plaques. The Historian will also prepare and present an annual update of activities and accomplishments at the annual Business Meeting. Terms of office are one year with no term limits.

Information and Technology Committee

The Missouri Chapter AFS Information and Technology Committee oversees the production and maintenance of all electronic communication and information sharing within the chapter. Specifically, the committee will oversee the production of the chapter newsletter in its electronic format, the chapter website, the distribution of mass email to members and the procurement of the hardware and software necessary to accomplish these purposes. The committee will also oversee any contractual agreements with web service providers. The committee will provide input to the Governing Board with respect to current and future IT needs. The chairperson of the Information and Technology Committee should be appointed by the President and serve a 2-year term with no limit to the number of consecutive terms. Other committee members will consist of the Newsletter Editor and those members who assist with web development and maintenance.

Membership Committee

The purpose of the Membership Committee is to stimulate and encourage membership and involvement in the parent society and Missouri Chapter of AFS. The chairperson will be appointed by the President and serve a 2-year term with no limit to the number of terms. Other committee members will include, but not be limited to the Treasurer.

Other duties follow:

1. Maintain Chapter and Parent Society membership lists including address and status of dues paid (Parent Society information can be obtained from the Membership Secretary at 5410 Grosvenor Lane, Suite 110, Bethesda, MD 20814-2199, (301)897-8616, 897-8621, FAX (301)897-8096).
2. Provide the Newsletter Editor with mailing labels upon request.
3. Prepare a written report for Chapter newsletters and an oral report for the annual Business Meeting, each of which summarizes membership and committee activities.
4. Serve as a liaison with the Society and North Central Division membership committee chairpersons.
5. Arrange for and man a table the day before and the day of the annual Business Meeting to collect annual dues. This operation needs to be coordinated with the Treasurer and President-Elect because money must be transferred and fundraising will often occur in conjunction with dues collection. Dues can be held in a cash box locally, with large sums of money to be kept in

- a motel vault. To facilitate dues collection a list should be available to show which members have already paid through the Parent Society.
6. The membership chairperson will be responsible for storing, maintaining, and transporting the Missouri Chapter display to annual meetings and for scheduling personnel. The display should be updated with recent photos and Chapter activities.
 7. Serve on the Public Relations Committee.
 8. Mail a reminder letter to members who are delinquent in payment of Missouri Chapter annual dues by May 1 each year and state that the next newsletter will not be mailed to them unless their dues are paid by May 30.
 9. Urge members to become certified fishery scientists and maintain their certification and print the names of Missouri Chapter members certified and re-certified during the year.

Newsletter Editor

The purpose of appointing a newsletter editor is to facilitate communication within and outside the Chapter. Terms are two years with no limit as to the number of terms a person may occupy the position. The Newsletter Editor will serve on the Public Relations Committee. Currently newsletters are prepared in April, August, and December and distributed to Chapter members. Recommended contents follow and authors or sources are indicated in parenthesis:

- April:
1. Executive Committee - List titles, names, addresses, and phone numbers of officers on title page.
 2. President's Message - title page (President).
 3. Election Results - from December Newsletter ballots (Secretary).
 4. Summary of Annual Meeting - from Minutes (Secretary).
 5. Resolutions - as amended and approved at annual Business Meeting.
 - Obtain originals or good copies from Secretary.
 - List names/titles of people to whom resolutions were sent
 - Acknowledge Resolutions Committee Chair and members.
 6. Associate Editor Reports (Associate Editors serving 2-year terms).
 - University of Missouri-Columbia
 - Other Missouri Colleges
 - USGS-Environmental and Contaminant Research Center
 - U.S. Forest Service
 - U.S. Fish and Wildlife Service
 - U.S. Army Corps of Engineers
 - Missouri Fish Farmers Association
 - Missouri Department of Conservation - Fisheries Research
 - Missouri Department of Conservation - Fisheries Regions and Hatcheries
 7. Membership Committee Report (Committee Chair).
 - Include updated number of paid-up members.
 8. Treasurer's Report (Treasurer).
 - Include table of account status; narrative is optional
 - Reprint items of interest.
 9. Legislative Report (Environmental Concerns Committee Chair).
 - Include items regarding Missouri legislation from the Conservation Federation of Missouri's "Legislative Report".
 10. Announcements - local conferences, committee meetings, etc.
 11. Committee Chairs - List titles, names, and phone numbers of committee

- chairs appointed at Annual Meeting from the Secretary.
- August:
- 1.Executive Committee - List on title page.
 - 2.President's Message (President).
 - 3.Associate Editor Reports (Associate Editors).
 - 4.Continuing Education Book Review (any Chapter member).
 - Solicit well in advance.
 - 5.Legislative Report (Environmental Concerns Committee Chair)
 - 6.Request for awards nominations.
- December:
- 1.Executive Committee - List on title page.
 - 2.President's Message (President).
 - 3.Fund-Raising Update (President-Elect).
 - Report progress of efforts to date.
 - Promote fund-raising activity at upcoming Annual Meeting.
 - 4.Announcement of Missouri Natural Resources Conference (MNRC) (Publicity Sub-committee Chair.).
 - 5.Candidate Biographies (written by candidates for Chapter office).
 - Recommend use of first person
 - Limit to 1/2 single-spaced typed page.
 - Include AFS membership and service, current employer and position, brief job-related experience, and collegiate training as a minimum. Candidates for President-Elect should state their objectives if elected.
 - 6.Chapter Dues Payment Form - Print on inside of back page.
 - 7.Mail-In Ballot - Print on inside of back page or as an insert.
 8. Action Plan of the President -Elect for the new year.
- Apr/Aug/Dec:
- 1.Optional features at all times:
Letters To The Editor; Quotes; Cartoons; Photographs;Miscellaneous Articles; Journal Swap Shop (for members giving away or hoping to obtain free scientific aquatic journals); Meeting Summaries (EXCOM and Governing Board meetings reported by Secretary and committee meetings reported by Chair);Reprints of Letters of Correspondence from the President; Notices of Bylaws or Operation's Manual changes .

Nominating Committee

The purpose of the Nominating Committee is to develop a slate of candidates for presentation to the membership so they can elect Chapter officers. The immediate Past-President will chair this committee and select committee members.

Specific duties follow:

- 1.Discuss and select worthy candidates for the offices of President-Elect, Secretary, and Treasurer as needed by August. All candidates should be contacted to ensure their willingness to accept office responsibilities if elected.
- 2.Coordinate with the Newsletter Editor to ensure that they are aware of the slate of officers and that they receive candidate biographies in time for inclusion in the fall newsletter.
3. The chair of the Nominations Committee will receive election ballots, tabulate the results and report the results at the annual Business Meeting.

Public Relations Committee

The purpose of the Public Relations Committee will be to promote the Chapter by scheduling and coordinating the display at other meetings such as the Conservation Federation annual meeting, Missouri Academy of Sciences, university career days, fish farmer annual meeting, National Wildlife Week, and Earth Day events. The Committee will be comprised of the President-Elect, Newsletter Editor, and Membership Committee Chair.

Specific objectives follow:

1. Maintain the Chapter display with current photographs, topics, and career information.
2. Attend at least four public events each year.
3. Schedule Chapter members for work at the exhibit (including set-up and breakdown).
4. Provide articles to "Fisheries" and the North Central Division Newsletter on activities.

Resolutions Committee

The purpose of the Resolutions Committee is to solicit or draft resolutions that effectively further Chapter interests by seeking to affect internal Chapter matters and external matters in federal and state government, industry, and society at large. Resolution topics should be selected for their timeliness and importance, often addressing environmental or legislative issues having the potential to affect Missouri's fisheries resources. This requires the committee to be up to date on current issues and federal and state legislation, and coordinate with the President, and the chairperson of the Environmental/Legislative Concerns Committee.

Specific duties follow:

1. Solicit resolutions from other committees and the membership at large by mid-December.
2. Select appropriate resolutions from those submitted for refinement (not to exceed 8 resolutions in any one year). Resolutions not used should be discussed with the President and returned to their originator with an explanation.
3. Refine and edit selected resolutions at least two weeks prior to the annual Business Meeting and bring a sufficient number of copies to the meeting.
4. The chairperson or a designated representative must be available at the annual Business Meeting to facilitate discussion leading to acceptance or rejection of individual resolutions by the Chapter.
5. Adopted resolutions will be finalized after the meeting and presented to the Secretary along with recipient lists, including current addresses.
6. The committee will assist the President with any correspondence related to passed resolutions as needed.
7. The Resolution Committee chair will report on the status of the previous year's resolutions at the annual meeting.

Rivers and Streams Committee

The purpose of the Rivers and Streams Committee is to promote the wise use and management of the river and stream resources for all Missourians. The chairperson of this committee will be elected at its summer meeting for a one year term with final approval provided by the President-Elect and will take office at the end of the annual meeting. The Chair will serve on the Finance Committee.

The Rivers and Streams Committee (R & S Committee) was recognized September 1, 1988 as a standing committee of the Missouri Chapter American Fisheries Society when the

Committee's name was added to the list of current Chapter committees. An early ad hoc committee composed of Terry Skadeland (SCS), Steve Weithman (MDC), Tom Coon (UMC), Dave Foster (NPS-ONSR), Bill Dieffenbach (MDC), Tom Russell (MDC), Rich Wehnes (MDC), and Bill Turner (MDC) were responsible for recommending the formation of a R&S Committee and preparing the Committee's Mission Statement, Goals, Objectives and Strategies.

Specific objectives follow:

1. Facilitate the transfer of information between the Missouri Chapter's Rivers and Streams Committee and the North Central Division's R&S Committee.
2. Provide R&S Committee members with a forum for interaction.
3. Provide the general public and private conservation organizations with information on stream related issues.
4. Foster awareness on stream related issues with all resource professionals.
5. Identify stream related issues.
6. Develop position statements and strategies to address identified issues.

Steering (MNRC Conference) Committee

The Missouri Natural Resources Conference (MNRC) Steering Committee is responsible for organizing an 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. Each society provides a representative to each of nine committees: Steering, Arrangements, Exhibits, Visual Aids, Social, Program, Publicity, Workshops, and a Treasurer. Specific committee assignments, duties, and a timetable of responsibilities are outlined in the Missouri Natural Resources Conference Operations Manual (1994). All committee assignments are made by the incoming President of AFS in years that the conference is hosted by AFS. 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. The MNRC is permitted to use the MOAFS tax exemption status during the year that the MOAFS hosts the conference. It is the responsibility of the MNRC Treasurer to work with the MOAFS Treasurer to obtain a current tax exemption letter prior to the conference in the year the MOAFS hosts the conference.

Student Subunits

Student Subunits of the Missouri Chapter can be established at any accredited college or university in Missouri as outlined in AFS Procedures Manual. The Missouri Chapter membership must approve the charter of the subunit at the Annual Business Meeting. Subunit charters must be reviewed by the AFS Constitutional Consultant to ensure the charter is not in conflict with AFS. The subunit's charter will become retained as part of the Chapter History documents. A representative from each subunit will be a voting member of the Governing Board. In the event that more than two subunits are formed, the subunits will elect one representative from all subunits to serve on the Governing Board. The terms of the subunit representative(s) may overlap due to annual variations in the school year calendars among colleges or universities. The terms of the representative(s) will be one year. The representative(s) must be a member of AFS and the Missouri Chapter. The subunit representative(s) may request approval from the Executive Committee of the Missouri Chapter, to pay for the AFS student dues while the representative(s) serves on the Governing Board.

Subunits can raise their own funds and maintain a separate Treasury. However, the subunits are expected to help with all activities of the Chapter including fundraising for the Chapter. Subunits can request Missouri Chapter funding for projects related to the mission of AFS or the Chapter. All requests for funding will be approved by the EXCOM.

Specific objectives follow:

1. The subunit representative(s) will attend all Governing Board meetings and the annual business meeting and present annual reports to the MO Chapter President for the North Central and annual AFS reports.
2. The subunit representative(s) will be voting member(s) of the Governing Board and assist where possible in MO Chapter activities.
3. No minimum membership will be required by the Chapter.
4. The subunits must agree to abide by the MO Chapter and AFS Bylaws and MOAFS Operations Manual.

Student Support Committee

The purpose of the Student Support Committee is to assist deserving students with financial support to aid in their professional development. The Chair will serve as a member of the Finance Committee.

Specific objectives follow:

1. Determine types of support that are needed, including but not limited to: 1) aid to attend state, regional and national meetings; and 2) scholarships for undergraduate and graduate work pertaining to aquatic resources.
2. Serve on the Finance Committee to raise funds needed to support this committee.
3. The account will be maintained by the Chapter Treasurer, and criteria will be developed for selecting deserving students for aid, overseeing the selection process, and determining how funds are to be spent (with EXCOM approval).

Revised: April 8, 2001
Steve Fischer