

**PROCEDURES MANUAL
OF THE**



Prepared by:

Executive Committee
Montana Chapter AFS

Approved
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INTRODUCTION

Section 13 of the Bylaws of the Montana Chapter AFS (MCAFS), updated in 1998, recognizes the Procedures Manual as a means to provide guidance and detail protocols for the operations of the MCAFS. See Appendix A for the MCAFS Bylaws. During the 1996 revision of the Bylaws, procedures that related to day-to-day operations of MCAFS were moved from the Bylaws to the Procedures Manual. Section 13 of the Bylaws requires that the Procedures Manual include the responsibilities of Committees, Committee Chairs, and Chapter officers and the use of Chapter funds. The Bylaws also recognize that the Procedures Manual will be a dynamic document that will be updated by the Executive Committee (EXCOM), (in cooperation with Committee Chairs) to provide guidance for conducting Chapter business. Updates to this Procedures Manual can be approved by either a vote of the EXCOM or of the Chapter membership. The Immediate Past President is responsible for keeping the Procedures Manual updated. The Procedures Manual contains sections on Chapter History, Membership, Meetings, Duties of Officers, Committees, and Funding. Appendices provide details on specific aspects of chapter operations.

CHAPTER HISTORY

The American Fisheries Society (AFS) has been in existence since 1870. Chapters were not established as subunits of AFS until 1962. The Montana Chapter was formed in 1967 after George Holton and Dr. C.J.D. Brown polled fish biologists in Montana and found that they overwhelmingly favored forming a chapter. The Montana chapter was officially recognized by AFS at their annual meeting held in Toronto, Canada on September 14, 1967.

The first annual meeting of the Montana Chapter AFS (MCAFS) was held at the Montana Club in Helena in 1967. Frank Dunkel, Director of Montana Fish and Game, gave the welcoming address and Robert Hutton, the Executive Director of AFS, provided the keynote address. George Holton was installed as President. Since our inception, membership in MCAFS has grown from about 25 to over 200 members and our annual operating budget has gone from less than \$60 to over \$20,000 annually. Presidents elected and serving the Chapter have come from a diverse background (Table 1).

The roles of the MCAFS are set forth in Article I of AFS's constitution and recognized in Section 1 of our Bylaws. Ron Marcoux eloquently summarized these roles in 1973. He said the Chapter should be the focal point for (1) exchanging current information and techniques; (2) informing members of activities that threaten fishery resources; (3) supporting local, state, and federal legislation that is in the interest of fishery resources; and (4) encouraging members to participate in AFS at all levels. Throughout its history the MCAFS has served as an organization where members work for the understanding, conservation, and wise use of fish resources outside their employment affiliations. The Chapter has been an advocate for the unbiased collection of fish resource information; the conservation and restoration of native fishes; the importance of high quality aquatic habitats; and wise management of land, water, and fish resources in the state of

Montana. The Chapter has actively worked to influence policies which affect resources at both the state and national level, these include The Stream Preservation Act, Wild and Scenic Rivers Act, Subdivision laws, Strip Mining and Reclamation Act, Yellowstone River Flow Reservation, Water Use Act, Northwest Power Planning Act, Montana Wilderness Bill, 1872 Mining Law, Water Quality legislation, and Private Fish Pond Regulations.

MEMBERSHIP

According to Section 2 of the Bylaws:

"The Chapter shall consist of active and affiliate members. Active members of the Chapter shall be those AFS members in good standing, residing in, working in, or having a professional interest in the state of Montana. Only active members may hold an office, chair a committee, or vote on Chapter affairs. Persons may choose to be affiliate members with the Chapter. Dues, rights, and privileges of active and affiliate members are more fully described in the Procedures Manual."

Active Members have all rights of Chapter membership including holding any office, chairing a committee, voting on Chapter business, receiving the Newsletter, and attending meetings. Since the MCAFS is a sanctioned subunit of the American Fisheries Society, Active Chapter Members must also be members in good standing of AFS (by paying annual AFS dues). The annual Chapter dues for an Active Member are \$10 for regular members and \$5 for students.

Affiliate Members must pay Affiliate Member dues annually to the Chapter, but do not need to be members of AFS. An Affiliate Member has a right to attend meetings at a Chapter member rate, to propose projects for Chapter funding, and to receive the Newsletter. Affiliate members may not hold any Chapter office, chair any committee, or vote on any Chapter business. Affiliate Members may become Active Members by paying AFS dues. The annual Chapter dues for an Affiliate Member are \$20.00 for regular members and \$10 for students.

CHAPTER MEETINGS

Section 3 of the Bylaws requires the MCAFS to hold at least one annual meeting. The President Elect (see below) is responsible for all meetings of the membership held during her/his term as President Elect. The Chapter normally holds one major annual Chapter meeting in February, which consists of an EXCOM retreat, a Continuing Education workshop, committee caucuses, a business meeting, and presentation of scientific, research, management, and policy and issue papers and perspectives. The President Elect is responsible for all arrangements as detailed in the "Duties of Officers". The President Elect is also responsible for ensuring that national AFS EXCOM and staff members are notified of the time and place of the annual meeting.

If there is sufficient interest, MCAFS will sponsor an annual Summer Workshop for its members. This Summer Workshop is intended to provide an opportunity for sharing information and ideas in the field on specific fish resource issues, techniques, management, or research. If the Chapter decides to host a summer workshop, the President Elect is responsible for organization and announcement.

DUTIES OF OFFICERS

All officers must be Active Members of the MCAFS, which includes being a member in good standing of AFS. Officers are nominated by the Immediate Past President and elected by the membership at the annual meeting, usually held in February. Officers begin their terms on September 1. In 1997 a change was made in the way officers progressed through the EXCOM. Prior to 1997, the Secretary-Treasurer became the President Elect after serving one year as Secretary-Treasurer. The President Elect became the President and the President became the Immediate Past President. In 1997 the Bylaws were changed. Following that change the Secretary-Treasurer is elected for a two-year term in odd numbered years. After serving a two-year term, the Secretary-Treasurer has completed their commitment to EXCOM and does not move into the office of President Elect. The President Elect is elected each year, and the progression from President Elect to President to Immediate Past President remains in place. General calendars of each officer's duties are included in Appendix B.

PRESIDENT

The President serves for one year and then becomes the Immediate Past President. The President shall: serve as the Chair of the EXCOM; preside at all EXCOM and Chapter meetings; represent the Chapter to the Western Division and AFS; appoint Committee Chairs and ad hoc representatives; and perform other duties and functions as authorized or necessary to conduct Chapter business. The President is responsible for overseeing all aspects of Chapter operation. The President should schedule at least three EXCOM meetings per year (fall, winter, and spring) to conduct Chapter business.

Specifically the President's responsibilities include, but are not limited to: preparing an annual plan of work, including prioritization of tasks which the Chapter would like to accomplish in the upcoming year, which tiers to the plan of work developed by AFS; assisting with the planning and presiding over the annual meeting including taking charge of fund raising for that annual meeting; extending an invitation to AFS and Western Division representatives to attend the MCAFS annual meeting; serving as the Chapter's representative to the Western Division's EXCOM and voting for the Chapter's interests; scheduling, organizing, and chairing all EXCOM meetings; keeping the President Elect informed of Chapter activities so that, if the need arises, the President Elect could perform the duties of President; determining the need for and forming standing and ad hoc committees; appointing chairs to all committees and appointing members to represent the Chapter; assisting Committee Chairs in choosing their committee members; preparing mid-year and annual reports of Chapter activities using approved AFS format to the Western Division and AFS; communicating regularly with Committee Chairs and Chapter representatives to ensure that they are actively pursuing their Chapter responsibilities; ensuring that Committee Chairs and Chapter representatives provide mid-year and annual reports to the President using AFS format; acting as a non-voting member of the AFS's EXCOM and attending the AFS EXCOM mid-year and annual meetings, if possible; ensuring that Chapter positions and policy either support AFS and Western Division positions and policy, or have been thoroughly reviewed within the Chapter for those issues which are local Montana issues; responding to issues brought to the Chapter by the Western Division or AFS; keeping the AFS Executive staff and officers and Western Division officers informed of Chapter activities and important positions; and editing and signing, or designating a signatory, for all Chapter correspondence. In the past, the Chapter occasionally has provided funds to the Chapter President or delegate to help with travel costs while attending mid-year or annual Western Division. If supplemental funding is needed, the Chapter will provide airfare, lodging and meeting registration fees for the annual meetings of the Western Division and Parent Society (EXCOM vote 8/17/07)

Table 1. Listing of the Presidents of the Montana Chapter of the American Fisheries Society, the year they served (starting in September), and their employment affiliation at the time of their presidency.

Year	President	Employer at Time of Appointment
1967	George Holton	Montana Fish and Game Department
1968	Richard Graham	Montana State University
1969	C.J.D Brown	Montana State University
1970	Bob Piper	U.S. Fish and Wildlife Service
1971	Norm Schoenthal	Eastern Montana College
1972	Ralph Boland	Montana Fish and Game Department
1973	Henry McKirdy	U.S. Forest Service
1974	Don Tennant	U.S. Fish and Wildlife Service
1975	Ron Marcoux	Montana Fish and Game Department
1976	Gordon Haugen	U.S. Forest Service
1977	Dennis Workman	Montana Fish and Game Department
1978	Norm Peterson	Montana Fish and Game Department
1979	Gary Gebhart	U.S. Bureau of Land Management
1980	Pat Marcuson	Montana Department of Fish, Wildlife and Parks ¹
1981	Al Elser	Montana Department of Fish, Wildlife and Parks
1982	Greg Munther	U.S. Forest Service
1983	Pat Graham	Montana Department of Fish, Wildlife and Parks
1984	Janet Decker-Hess ²	Montana Department of Fish, Wildlife and Parks
1985	Pat Dwyer	U.S. Fish and Wildlife Service
1986	Jerry Wells	Montana Department of Fish, Wildlife and Parks
1987	Bob Gresswell	U.S. Fish and Wildlife Service
1988	Glenn Phillips	Montana Department of Fish, Wildlife and Parks
1989	John Fraley	Montana Department of Fish, Wildlife and Parks
1990	Chris Hunter	OEA Consulting
1991	Jim Peterson	Montana Department of Fish, Wildlife and Parks
1992	Ginger Thomas ³	Ginger Thomas Consulting
1993	Chris Clancy	Montana Department of Fish, Wildlife and Parks
1994	Jim Darling	Montana Department of Fish, Wildlife and Parks
1995	Brad Shepard	Montana Department of Fish, Wildlife and Parks
1996	Dan Carty	U.S. Fish and Wildlife Service
1997	Mark Lere	Montana Department of Fish, Wildlife and Parks
1998	Tom McMahon	Montana State University
1999	Buddy Drake	Drake & Associates
2000	Mike Enk	U.S. Forest Service
2001	Pat Clancey	Montana Department of Fish, Wildlife and Parks
2002	Pat Byorth	Montana Department of Fish, Wildlife and Parks
2003	Steve Leathe	Montana Department of Fish, Wildlife and Parks

Year	President	Employer at Time of Appointment
2004	Clint Muhlfeld	Montana Department of Fish, Wildlife and Parks
2005	Kate Walker	U.S. Forest Service
2006	Leanne Roulson	Garcia and Associates
2007	David Schmetterling	Montana Department of Fish, Wildlife and Parks

¹Montana Fish and Game Department was renamed Montana Department of Fish, Wildlife and Parks in 1980.

²Janet Hess-Herbert

³Ginger Thomas Gillin

Table 2. Listing of the Secretary-Treasurers of the Montana Chapter of the American Fisheries Society since that office was separated from the Presidential cycle in 1997, the years they served (starting in September), and their employment affiliation at the time of their service.

Term	Name	Employment Affiliation
1997-1999	Greg Kindshii	U.S. Fish & Wildlife Service
1999-2001	Ken Staigmiller	Montana Fish Wildlife & Parks
2001-2003	Beth Gardner	U.S. Forest Service
2003-2005	Travis Horton	Montana Fish Wildlife & Parks
2005-2007	Matt Jaeger	Montana Fish Wildlife & Parks
2007-2009	Windy Davis	Montana State University

PRESIDENT ELECT

The President Elect serves for one year and then becomes the President. The President Elect has two major roles. The President Elect assists the President in operating the Chapter and will take over the duties of the President in the event the President can no longer function as President. The President Elect is responsible for the arrangements and programs of all meetings of the membership during their year of tenure.

The President Elect's responsibilities include, but are not limited to: assisting the President in operating the Chapter; being prepared to take over the duties of the President; serving as a voting member on the EXCOM; coordinating all arrangements and programs for the annual meeting; anticipating necessary Committee Chair appointments prior to becoming President; attending all Chapter EXCOM meetings; attending the annual meeting of the Western Division; and, upon request, reviewing and signing correspondence for the President. Responsibilities in arranging the annual meeting include, but are not limited to: securing a meeting venue; ensuring that enough lodging is available for meeting participants and attendees at an affordable price; negotiating for rooms that students and guests can use; scheduling and negotiating the payment for meeting rooms; organizing any social events; organizing and selecting menu items for meeting lunches and dinners; recruiting session chairs and preparing a program with those

chairs; ensuring that registration space is available; announcing the meeting to the membership and the public; coordinating with the Continuing Education Committee Chair to ensure that a Continuing Education opportunity is offered; soliciting donations to support the meeting; and printing the agenda and abstracts prior to the meeting. The President Elect is urged to attend the mid-term and/or annual meetings of the AFS EXCOM. The President Elect may utilize funds made available by the Chapter to attend Western or Parent Society annual meetings (see President's duties).

SECRETARY-TREASURER

The Secretary-Treasurer serves for two years and then may retire as an MCAFS officer. The Secretary-Treasurer has two major roles. The Secretary-Treasurer serves as the Chapter's secretary and treasurer. The Secretary-Treasurer is a voting member of the EXCOM and should attend all EXCOM meetings.

As secretary of the MCAFS the Secretary-Treasurer's responsibilities include, but are not limited to: keeping and distributing the minutes of all MCAFS EXCOM and business meetings; sending a copy of the minutes of the annual Chapter business meeting to the AFS Executive Director and Western Division President within 30 days after the annual meeting; preparing correspondence as requested by Chapter officers; serving as a voting member of the Chapter EXCOM; maintaining records of Chapter activities, minutes, and organizational structure; maintaining a listing of the names, addresses, phone numbers, FAX numbers, and email addresses of all Chapter officers, Committee Chairs, and ad hoc Chapter representatives; passing on all Chapter records to either the incoming Secretary-Treasurer or the Historian(s) at the end of their term; maintaining and distributing Chapter supplies, including letterhead, to Chapter officers, Committee Chairs, and other ad hoc Chapter representatives; informing the AFS Executive Director, Western Division President, and appropriate AFS staff of changes in officers, dates and locations of meetings, and other necessary information; distributing copies of Chapter resolutions and policy to the AFS Executive Director and officers and the Western Division President; acting as a Bylaw consultant and parliamentarian, in conjunction with the Immediate Past President, at all meetings of the Chapter, including EXCOM meetings, and forwards any proposed Bylaw changes to the AFS Executive Director for review the AFS's Constitutional Consultant prior to presentation of these changes to AFS's EXCOM for approval; ordering a Past President's certificate (plaque) from AFS's subunit liaison to ensure that the certificate (plaque) is available for presentation at the annual Chapter business meeting; and preparing, with the other Chapter members, reports to Fisheries magazine concerning Chapter activities and programs.

As treasurer of the MCAFS the Secretary-Treasurer's responsibilities include, but are not limited to: receiving, holding, tracking, investing, and disbursing funds as needed for Chapter functions and activities as approved by the AFS, Chapter members, and EXCOM under the authority of the Bylaws and this Procedures Manual; maintaining financial records in standard accounting format for review by AFS and Chapter officers and members as needed or required; preparing and submitting an annual financial report to the Chapter's EXCOM and members at the annual

meeting; preparing and submitting periodic financial reports at Chapter EXCOM meetings; preparing an annual budget, with the help of the EXCOM, to be presented to the members at the annual business meeting; and filing any necessary tax documents with either the AFS staff or directly to state and federal authorities. Additionally, the Secretary-Treasurer is responsible for depositing income, paying out authorized disbursements, and for keeping track of all RAF expenditures. The Secretary-Treasurer must prepare a Treasurer's Report showing the activities of each RAF account periodically to the EXCOM and annually to the Chapter's members. Appendix B provides a list of procedural guidelines for the Secretary-Treasurer to undertake before, during and after the Chapter's annual meeting and a listing of year-round and monthly duties.

IMMEDIATE PAST PRESIDENT

The Immediate Past President serves for one year and then may retire as a Chapter officer. Responsibilities of the Immediate Past President include, but are not limited to: seeking and procuring nominations for officers; providing ballots and conducting the election of officers at the annual meeting; recommending changes in the Bylaws to the EXCOM and membership; updating the Procedures Manual with the assistance of the EXCOM and Committee Chairs; tracking and maintaining a list of Resource Action Fund projects; distributing copies of the Bylaws and Procedures Manual to new officers and committee chairs; chairing the Past Presidents Committee; serving on the editorial board of the Intermountain Journal of Sciences (IJS) as an MCAFS EXCOM representative; helping the President Elect prepare the abstracts for the annual meeting and coordinating with presenters and IJS to publish suitable abstracts in IJS; arranging the trade show for the annual meeting; and attending meetings as a voting member of the EXCOM.

COMMITTEES

Committees and the Chairs of Committees may be appointed by the EXCOM or President as may be necessary to conduct Chapter business. Committee Chairs are expected to serve terms of at least two years. Committees represent the Chapter under the direction of the EXCOM. Three types of committees are presently recognized by the MCAFS: standing, ad hoc, and special liaison. Standing committees are long-term committees that carry out specific objectives of MCAFS. Ad hoc committees are short-term committees that are organized to complete a specific task for the Chapter under the leadership of the EXCOM. Once the assigned task is completed, ad hoc committees are expected to dissolve. Special liaisons are generally a single individual who represents the Chapter, under the leadership of the EXCOM, on specific issues. A list of Committee Chairs is included in Appendix C. A listing of all Committee Chairs, including their addresses and phone numbers (Appendix D), will be maintained on the Chapter website to ensure that members know who to contact on specific issues.

STANDING COMMITTEES

Authorization, operating guidelines, Chairs, and terms of office for Chairs and members of standing committees are described in this Procedures Manual. Chairs for all committees are responsible for:

1. scheduling meetings, providing agendas to committee members, and notifying members and the EXCOM of all pertinent committee actions;
2. providing leadership for the committee, acting as liaison between the committee and the EXCOM, and attending EXCOM meetings;
3. drafting appropriate correspondence for the MCAFS President; and
4. preparing mid-term (February 15) and annual (August 15) reports in standard AFS format which summarize committee activities for the MCAFS President to submit as part of their reports to AFS.

Standing committees are: Awards, Continuing Education, Resource Management Concerns, Historian, Legislative, Membership, Newsletter, Public Outreach, Raffle, Species of Special Concern, and Web Page.

Awards Committee

Authorization

The purpose of the Awards Committee is to recognize Chapter members, other aquatic resource professionals, and others in Montana for their accomplishments in protecting and restoring aquatic habitats and fishes in Montana.

Operating Guidelines

The Awards Committee shall consist of a Committee Chair and the four members of the EXCOM. The Chair can appoint any number of Chapter members to solicit nominations or prepare awards. A subcommittee should be maintained to solicit and review applications and conduct fundraising for the Wally McClure scholarship. The purpose of the Awards Committee is to recognize outstanding efforts of persons or groups to preserve, promote, or improve fish resources, or the field of fishery science. All awards will be presented at the annual meeting of the MCAFS. Committee decisions on all awards, except Best Student Paper (see below), will be by majority vote of the Awards Chair, EXCOM, and any Award Committee members. The committee will strive to reach consensus.

Following the annual meeting, the Awards Chair is responsible for preparing and distributing a news release and written report to the Western Division and AFS Executive Director, which summarizes the award presentations.

Categories

The Awards Chair prior to the annual meeting will solicit nominations. Only Active and Affiliate members in good standing may nominate award recipients. One nominee will be selected from each of the following seven categories:

1. Outdoor writers or reporters;
2. Educators
3. Landowners
4. Groups, organizations, or other individuals
5. Career Achievement
6. Natural Resource Professional
7. Outstanding Fishery Professional

In addition to the above awards, all student papers presented at the annual meeting will be judged and a "Best Student Paper" will be awarded. Also, in 2005, the Wally McClure Scholarship award was established as described below. Special awards may be given at the discretion of the Awards Committee.

General Awards Criteria

Nominations and awards will be evaluated on the following criteria:

1. Conservation of aquatic resources through word or deed;
2. devotion of personal time/money/experience/effort towards protecting or enhancing fish resources;
3. influence in dealing with local, state, or federal government entities for ensuring the future welfare of Montana's aquatic resources;
4. influence in enacting important local, state, or federal legislation, which protects or enhances Montana's aquatic resources;
5. demonstration of a long-term commitment to Montana's aquatic environment, or to a particular lake, river, or stream;
6. elevated public interest and awareness in fishing and fishery management;
7. assisted in research/management/stocking programs;
8. either improved or developed and adopted a management program which either reduced the impact of previous detrimental management practices (i.e. flow fluctuations) or improved conditions for aquatic communities;
9. funded research or management studies to either assess potential impacts of proposed actions or improve management practices on aquatic systems; or
10. inspired and encouraged others to pursue the conservation and restoration of aquatic resources.

Awards for categories 1 through 6 will consist of a framed certificate and letter from the President or Awards Chair, which details the accomplishments of the award recipient.

Outstanding Fishery Professional Award

The following additional criteria will be used to judge the Outstanding Fishery Professional nominations:

1. Membership and accomplishments in AFS and the Montana Chapter;
2. accomplishments of local, state, regional, or national significance ;
3. efforts that would be classified as "above and beyond" job requirements ;
4. demonstrated creativity and innovation ;
5. membership in other professional, resource, conservation, and community organizations, which allowed the individual to promote sound aquatic resource management outside the fishery profession ;
6. promotion of sound aquatic resource management to conservation, sporting, and/or community organizations outside the fish resource profession ; and
7. authorship of published articles related to aquatic resources.

In addition to solicitation of nominees from the general membership, each EXCOM member should submit at least one nominee for the Outstanding Fishery Professional Award to ensure a pool of candidates. The award will consist of an engraved memento (a belt buckle or sculpture has been presented in the recent past), a framed certificate, and a letter from either the President or the Awards Chair that details the accomplishments awarded. Table 3 displays a list of past Outstanding Fishery Professional award recipients.

Table 3. Montana Chapter of the American Fisheries Society Outstanding Fishery Professional* award recipients.

Year	Recipient	When Awarded
1985	Ralph Boland	Awarded February 1986
1986	George Holton	Awarded December 1986
1987	Chris Hunter	Awarded February 1988
1988	George Liknes	Awarded December 1988
1989	Bob Gresswell	Awarded February 1990
1990	Brad Shepard	Awarded February 1991
1991	Wade Fredenberg	Awarded February 1992
1992	Buddy Drake	Awarded February 1993
1993	Chris Clancy	Awarded February 1994
1994	Bruce May	Awarded February 1995
1995	Bob Wiltshire	Awarded February 1996
1996	Ginger Thomas Gillin	Awarded February 1997
1997	Beth MacConnell	Awarded February 1998
1998	Tom Weaver	Awarded February 1999
1999	David Schmetterling	Awarded February 2000
2000	Brent Mabbott	Awarded February 2001
2001	Tom McMahon	Awarded January 2002
2002	Scott Rumsey	Awarded February 2003
2003	Mike Enk	Awarded February 2004
2004	Jim Magee	Awarded February 2005
2005	Pat Byorth	Awarded March 2006
2006	Steve Leathe	Awarded February 2007

* The award was known as Fishery Worker of the year until renamed in 2003.

Best Student Paper Award

The Best Student Paper award recipient will be determined by a panel of three (3) judges selected by the Awards Chair. Each judge will rank student papers based on the criteria Appendix E. The Awards Chair and three judges will combine the evaluations and award the Best Student Paper at the end of the annual meeting. The Best Student Paper award will consist of a framed certificate, a letter from either the Awards Chair or President detailing the reasons

for the award, and a cash award determined by the EXCOM (presently \$100.00). All student presenters (B.S., M.S., or PhD level) will be equally eligible for this award and it is acceptable for the same individual to receive the award in successive years.

Wally McClure Scholarship Award

A special scholarship award was created in 2005 to honor the memory of Wally McClure. Wally was a dedicated, active, and highly respected Chapter member who suffered a terminal illness and passed away in 2003 at the age of 42. The \$500 annual award is presented to an outstanding undergraduate student and an outstanding graduate student at one of Montana's colleges and universities who are pursuing degrees in aquatic natural resources with research focusing on the conservation and management of native fisheries, and/or aquatic habitat restoration.

Background information, the application form, and criteria for selecting the successful finalist for the Wally McClure Scholarship Award are in Appendix L. A subcommittee of the Awards Committee was established in 2005 to advertise, solicit and evaluate applications for this award. The recipient is selected by vote of the EXCOM, Awards Committee chairperson, and the Subcommittee chairperson. If a subcommittee is not maintained, duties related to this award will become the responsibility of the Awards Committee chairperson.

Continuing Education Committee

Authorization

The MCAFS recognizes the importance of providing its members, and all fish resource professionals in Montana, the opportunity to further their knowledge by offering annual continuing education classes. The purpose of the Continuing Education Committee is to provide training that will improve and expand the knowledge and skills of Montana's aquatic professionals so that they can be more effective stewards of fish resources in whatever professional capacity they are serving. Continuing education will provide specialized skills, update education by teaching significant new scientific findings or techniques, and offering education in related fields that resource professionals can use to be more effective.

Operating Guidelines

The Continuing Education Committee shall consist of a Chair and as many other Chapter members as the Chair deems necessary to accomplish the committee's objectives.

The Continuing Education Committee will:

1. offer at least one continuing education opportunity in Montana each year by soliciting and arranging instructor(s), scheduling and arranging time and place, advertising course

- or workshop availability prior to the session, setting registration fees and registering participants, facilitating the course, and conducting evaluations of each course by the participants;
2. ensure that MCAFS members receive a priority in course enrollments;
 3. conduct surveys of Chapter members to prioritize course offerings;
 4. coordinate continuing education opportunities with employer agencies and the private sector to facilitate support from employers for their employees to attend continuing education sessions;
 5. work with the EXCOM, particularly the President Elect, to coordinate continuing education scheduling with MCAFS meetings;
 6. work with the EXCOM, particularly the Secretary-Treasurer, to transmit continuing education registration fees and disburse instructor fees, travel costs, and materials costs to and from the Chapter's general account; and
 7. prepare schedules and/or catalogs of course offerings and provide these to AFS and Western Division.

Resource Management Concerns Committee

Authorization

The purpose of the Environmental Concerns Committee is to gather information and to contribute expertise on major environmental issues that may affect aquatic resources of Montana and to provide coordinated technical and policy analysis and comments on issues related to land management practices, as those practices affect fisheries habitat. Implicit in the purpose of this committee is that protection of aquatic habitats is the goal of fisheries professionals; habitat "restoration" following degradation caused by land management activities is best avoided.

Note: Environmental Concerns and Land Management Committees were combined and renamed as Resource Management Concerns (Membership Vote, 2006 Annual Meeting)

Operating Guidelines

The Environmental Concerns Committee shall consist of a Chair and as many other Chapter members as the Chair deems necessary to accomplish the committee's objectives. The Chair should try to ensure that the committee's members represent the diversity of disciplines and agencies within the Chapter. The Committee will provide comments on appropriate environmental issues to the EXCOM, who will be responsible for editing and dissemination. This will include, but not be limited to: state and federal environmental impact statements; land exchanges; and policy decisions. The Chair of the Environmental Concerns Committee is responsible for coordinating with the EXCOM and Chair(s) of the Land Management and Species of Special Concern committees to be sure that the Chapter addresses issues of concern to the Chapter and its members. Where possible, comments and involvement of the Chapter on

federal, state, and private environmental issues will tier to policy and position statements ratified by AFS (Appendix F). Where existing policy and position statements do not cover the involvement by the Chapter, the Chapter will follow its own guidelines for advocacy.

Specific objectives include, but are not limited to:

1. assist and coordinate with other entities concerned with the effects of land management practices on aquatic habitats and water quality;
2. promote grazing, timber, and mining management practices that protect aquatic habitats and water quality;
3. promote research and monitoring which provides data necessary to make informed management decisions;
4. request environmental documents on proposed activities from federal and state land management agencies;
4. participate in technical reviews of selected land management plans including timber sales, grazing allotment management plans, proposed road construction, recreation and water use permits, and mining proposals; and
5. provide technical reviews and recommendations to the EXCOM on selected land management activities, which will allow the EXCOM to comment for the Chapter on these activities.

Chapter Historian

Authorization

Record keeping for the MCAFS is the responsibility of the President and Secretary-Treasurer during their terms of office. When a President or Secretary-Treasurer no longer needs to retain records from previous office holders they turn those records over the Historian(s) for archiving. The Historian(s) is responsible for maintaining the past records of the Chapter and ensuring that these records are available, if needed.

Operating Guidelines

The Historian(s) are responsible for maintaining and indexing past Chapter records so these records are available to the EXCOM, Committee Chairs, or Chapter members upon request. Records which will be kept include, but are not limited to: minutes of EXCOM meetings; Treasurer reports; newsletters; listings of officers and committee chairs by year; AFS and MCAFS position statements and resolutions; Resource Action Fund disbursements by year; and other records of the Chapter deemed important by the EXCOM.

Legislative Committee

Authorization

The Legislative Committee was first established in the mid-1970's as a Resolutions and Legislative Committee. The purpose of the Committee is to coordinate resolution development by the MCAFS and to track proposed state and federal legislation that affect fishery resources.

Operating Guidelines

The Legislative Committee reports directly to the EXCOM. The purpose of this committee is to track proposed state legislation, and to assist other standing committees (as necessary) with legislation that affects fishery resources, and to coordinate legislative testimony approved by the EXCOM.

The Legislative Committee shall: (1) provide assistance to the EXCOM by tracking proposed state legislation that affects fishery resources; (2) coordinate EXCOM-approved legislative testimony and lobbying efforts in the state's legislature with the Chapter's lobbyist and other lobbyists with similar interests (see Appendix G for specifics); (3) maintain an e-mail tree to provide MCAFS members with information on critical state legislation that may impact fish resources so that individual members may contact their representatives; (4) assist, as necessary, other MCAFS standing committees in responding to resource issues at the legislative level that may affect fishery resources; and (5) coordinate tracking of proposed legislation affecting fishery resources with federal, state, local, and private resource agencies, groups, organizations, universities, tribes, and individuals.

Membership Committee

Authorization

The purpose of the Membership Committee is to stimulate and encourage membership and involvement in the AFS and MCAFS.

Operating Guidelines

The Membership Committee shall consist of a Chair and as many other members as the Chair deems necessary to accomplish the committee's objectives. The Chair is responsible for keeping a current listing of committee and MCAFS membership and will provide this listing to the Secretary-Treasurer. The Secretary-Treasurer will be the EXCOM's liaison to the Membership Committee.

The duties and responsibilities shall include but are not limited to the following:

1. stimulate membership and participation in the MCAFS and AFS;
2. assist the Secretary-Treasurer in maintaining the membership database that includes mailing addresses, email addresses and membership status;
3. assist the Secretary-Treasurer to collect dues owed;
4. maintain a current email distribution list for Chapter members, provide mailing lists as requested and notify members by email of newsletter availability; and
5. assist the Secretary-Treasurer in conducting registration at the annual meeting.

Montana Chapter AFS Membership Chair Duties

(Clint Sestrich 2006-2007 Membership Chair)

1. Maintain MCAFS Access database.
 - a. In membership table (tblMembersUpdate) update contact information (phone, address, e-mail) for existing members and enter contact information for new members.
 - i. Request current MCAFS chapter roster from the Parent Society prior to the annual meeting. This provides a record of active (parent society) members who have paid their dues and their current contact information.
 - ii. Sit at registration booth at annual meeting. Have each attendee review their contact information and make any necessary changes. Add information for new members.
 - b. Enter annual meeting registration information for members in registration table (tblAnnualStatus).
 - i. Obtain and append data from Meetings Etc. Inc. (208) 466-2519 prior to annual meeting. This provides current contact information and a record of who has paid affiliate membership dues and registration fees.
 - ii. Enter registration info from on-site registrants at annual meeting.
 - c. Enter workshop attendees in workshop table (tblWorkshops)
 - i. Obtain and append data from Meetings Etc. Inc. (208) 466-2519 prior to annual meeting.
2. Maintain MCAFS E-mail list.
 - a. Use “Export E-mail Addresses” button in the MCAFS database to export an E-mail list.
 - b. Alternatively maintain a spreadsheet with current E-mail addresses for all active MCAFS chapter members.
3. Forward E-mail from the Excom or other sources to the MCAFS membership upon request.

4. Provide membership information to perspective members upon request.
 - a. Explain benefits and costs of active vs. affiliate membership
 - b. Explain process for becoming a member (see MCAFS web page).
5. Provide membership statistics to Excom upon request.
 - a. Utilize reporting options in MCAFS Access database
 - b. Build additional queries if needed.
6. Document and or implement ways to streamline the duties of MCAFS membership chair to improve efficiency for you or future membership chair holders.
7. Provide incoming membership chair with enough information to effectively carry out their duties.

Newsletter Committee

The Newsletter Editor is responsible for publishing at least three newsletters annually. The newsletter should include the President's message, a schedule of upcoming events, AFS and Western Division news items, and other appropriate Chapter communications. At least one newsletter is published prior to the annual meeting, focusing on that meeting and the Continuing Education workshop, as well as soliciting papers for the annual meeting, and nominations for awards and new officers. Another newsletter will be published prior to the Summer Workshop (if applicable) that announces the agenda for the Summer Workshop. The Newsletter Editor is responsible for coordinating communication to the membership from the MCAFS EXCOM, Committee Chairs, Western Division, and AFS. The Newsletter Editor is responsible for ensuring that copies of the Newsletter are sent to the Web page committee, Western Division President and AFS Executive Director. The Newsletter Editor also ensures that "Tag – You're It" articles are received in timely fashion, reviews them for adherence to guidelines, and transmits to the Chapter President for approval.

Public Outreach Committee

Authorization

The Public Outreach Committee was previously called the "Extension Education Committee" until 1996, when the name was changed to better reflect the committee's role of providing aquatic education materials to educators and the public. The purposes of the Public Outreach Committee are to assist teachers in developing and teaching all levels of students about aquatic resources; and provide fish resource professionals training so they can be effective at sharing technical information with the public.

Operating Guidelines

The Public Outreach Committee shall consist of a Chair and as many other members as the Chair deems necessary to accomplish the committee's objectives. The Chair or committee members may solicit technical advice from outside sources or individuals. The Public Outreach Committee will:

1. promote and develop education opportunities, stressing the importance of aquatic resources, to primary and secondary schoolteachers;
2. provide education opportunities to aquatic professionals on effective public education and information; and
3. assist the Chapter in effectively presenting their information to the public.

Raffle Committee

The Raffle Committee runs all aspects of the raffle held in conjunction with each annual meeting. Student subunits of MCAFS are responsible for coordination of the raffle. The EXCOM and the student subunit will determine the split of the proceeds between the MCAFS and the Student Subunit. The Committee consists of a Chair and any Chapter members that the Chair deems necessary to run the raffle. Responsibilities of the Raffle Committee include, but are not limited to:

1. soliciting prizes from members and others to award in the raffle;
2. printing raffle tickets;
3. purchasing or arranging the donation of large prizes;
4. coordinating the trade of fishing trips with Idaho Chapter members; and
5. arranging for space and a time slot at the annual meeting to conduct the raffle with the President Elect; and running the raffle at the annual meeting.

Species of Special Concern Committee

Authorization

The Species of Special Concern Committee (SSCC) was originally formed under George Holton to maintain and update a listing of fishes of special concern for the state of Montana. This listing was adopted by Montana Fish, Wildlife and Parks to classify Montana's streams based, in part, on the presence of fishes of concern. The purpose of the SSCC is to provide coordinated technical and policy analysis and comments on all issues related to the long term viability of aquatic species, especially fishes, in Montana.

Operating Guidelines

The SSCC shall consist of two Chairs and as many Chapter members as the Chairs deem necessary to accomplish committee goals. The committee may solicit technical advice from outside sources or individuals as needed. The primary objective of the committee is to maintain indigenous species, races, and gene pools in their native habitats. The responsibilities of the committee include, but are not limited to:

1. Assist and coordinate with all those interested in conserving and restoring Montana's native fishes;
2. maintain status reports on all fishes of special concern in Montana;
3. assist the EXCOM in preparing Chapter recommendations regarding native fishes, including recommendations regarding status of species under the Endangered Species Act;
4. assist the EXCOM in formulating MCAFS policy on the conservation and restoration of native fish populations in Montana, including the preservation of genetic diversity;
5. promote additional research and survey efforts that will help conserve and restore endemic fishes (i.e., distribution of native fishes including genetic surveys, effects and distributions of non-native species, effects of land and water management);
6. encourage long-term monitoring to document the distribution and abundance of native and non-native species;
7. advocate maintenance of populations of native species through protection of critical habitats;
8. promote the exchange of information on the status, conservation, and management of species of special concern;
9. facilitate the development of reference collections for each species of special concern to include specimens, meristic data, and genetic information; and,
10. advise the Montana Natural Heritage Program regarding listing of fishes of special concern by participating as a member of the Montana Animal Species of Special Concern Committee, along with representatives of Montana Fish, Wildlife, and Parks, The Wildlife Society, and Montana Natural Heritage Program.

In order to ensure objective, scientifically based rankings for species of special concern, the SSCC chairs shall oversee scientific expert peer review necessary to make a status determination using the following procedure:

- The SSCC co-chairs will form a voting subcommittee to consider each species
- The voting subcommittee will consist of 5 members

- The two SSCC co-chairs
- Two volunteer peer-reviewers with a good general knowledge of Montana fishes. Peer-reviewers may change from species to species and according to the volunteer's willingness to participate.
- An expert on the species under consideration
- This 5-person subcommittee shall review all available data, the status paper (if available), and the NatureServe model. When a species review is initiated, a call for comments will be posted on the MCAFS web page.
- Based on the comments and all available sources of information, the 5-person subcommittee will make a status recommendation in the form of a written brief summary of information or status review paper to the full membership of the SSC Committee for a vote of approval.
- The approved status recommendation will then be forwarded to the EXCOM, who may either vote to adopt or require a vote of all Chapter members to decide the issue.
- The recommendations of the subcommittee and the SSC Committee will be posted on the Chapter website.
- A letter announcing the final recommendations of the Chapter will be sent to the Montana Natural Heritage Program, with copies sent to other members of the Montana Animal Species of Special Concern Committee.

Web Page Committee

The Web page Committee was initiated in 1997 to develop and maintain a Chapter web page. The purpose of the Chapter web page is to provide Internet users information on Chapter activities. The Web Page Committee will be responsible for developing procedures to insure up to date information on Chapter activities is posted on the web page.

Operating Guidelines

All postings on the Web Page must be approved by EXCOM. The exception to this guideline would be ancillary material such as The Outlet, job announcements, Fish of the Month, and any items that would relate to the esthetics or function of the web page itself.

EXCOM meeting minutes will be posted after they have been approved by the EXCOM at their next meeting.

Any material generated by a MCAFS Chapter Committee that needs to be posted on the Web Page must first be submitted to EXCOM. An electronic copy may also be sent to the Web Page Chair at the same time it is sent to EXCOM, but the Web Page Chair must receive approval before posting.

Questions received on MCAFS policy will be referred to EXCOM for reply.

AD HOC COMMITTEES

Intermountain Journal of Sciences

The Intermountain Journal of Sciences is a fully refereed regional journal published by the Montana Academy of Sciences, the Montana Chapter of The Wildlife Society, and MCAFS. MCAFS appoints a representative to the Editorial Board for a 3-year term.

Lobbyist

To lobby in the state legislature MCAFS must hire a registered lobbyist. MCAFS can provide testimony without hiring a lobbyist, however, many members of MCAFS cannot legally provide testimony due to restrictions inherent with their employment. Consequently, MCAFS has found it worthwhile to hire a lobbyist to both lobby and provide testimony. The lobbyist works directly with the Legislative Committee Chair and answers to that Chair and the EXCOM. The Chapter has authorized an expenditure of up to \$1,500 biennially to fund a legislative lobbyist (by Chapter vote 2/5/98).

Past-presidents Committee

The Past-presidents Committee was formed in 2000. The committee is comprised of all former presidents of the MCAFS that are still alive. The purpose of this committee is to help advise EXCOM on important and contentious issues facing the Chapter. Additionally, the committee will assess and make recommendations on the health of the Chapter and its committees. The current past president will chair the committee. Any recommendation from this committee will be forwarded to EXCOM by the current past president.

Cutthroat Trout Restoration

The MCAFS was asked by Montana FWP in 1996 to be represented on a Westslope Cutthroat Trout Steering Committee for the purposes of conserving and restoring westslope cutthroat trout in Montana. The EXCOM designates a member to act as the MCAFS representative. This representative will report directly to the EXCOM and represent the Chapter's interests at this Steering Committee.

Whirling Disease/ National Partnership

The MCAFS was asked by the Whirling Disease National Partnership to have a seat on their Governing Board. This board advises the Whirling Disease National Partnership Steering Committee concerning the future direction of the whirling disease program. MCAFS

involvement typically entails attendance at an annual meeting to discuss research, management and funding priorities for the national partnership program. The EXCOM designates a member to act as the MCAFS representative. This representative will report directly to the EXCOM and represent the Chapter's interests on the Governing Board.

STUDENT SUBUNITS

Student subunits, maintained under the auspices of the Chapter, are intended to advance the Society's objectives through the involvement of student members at the level of individual colleges and universities. The Chapter recognizes student subunits the University of Montana and at Montana State University and shall maintain these subunits under its auspices. The Bylaws of the two student subunits have been accepted by the Chapter and the Parent Society and are presented in Appendix H (U of M) and Appendix I (MSU).

CHAPTER FINANCES

The Chapter maintains a checking account to defray the costs of day-to-day operations and also has money invested in a socially responsible mutual fund to increase the rate of return on Chapter assets. In addition, the Chapter invested \$10,000 in a special bond fund in 2005 to generate revenue solely for the newly established Wally McClure Scholarship.

The checking account is used to finance routine Chapter operations including: maintaining the Chapter web page; offering annual meetings and summer workshops; offering continuing education; funding approved Resource Action Fund requests; travel reimbursements to EXCOM and other Chapter members; copying; phone charges; mailing; lobbying; financial charges and other expenses. The Chapter's income is primarily from membership dues, meeting registration fees, continuing education registration fees, and special workshops and symposia.

The membership and EXCOM prefer to maintain a combined minimum balance of \$20,000 in Chapter assets (excluding the McClure Scholarship fund). However it may be necessary to fund an important project that could reduce this minimum balance below \$20,000. In order to maintain the checking account at a level sufficient to meet annual obligations, the EXCOM has the authority to transfer monies from the mutual fund. Likewise, a surplus in the checking account should be transferred to the mutual fund in order to maximize accrued interest.

It is recommended that a balance of \$15,000.00 be maintained in the checking account on or near January 1 of each year to ensure adequate funds are available to pay for the Annual Meeting. If income from the Annual Meeting provides a surplus, an appropriate balance should be transferred to the mutual fund. The decisions on fund transfers are at the discretion of EXCOM. The EXCOM is authorized to make all decisions regarding the generation and disbursement of Chapter funds. However, the EXCOM will seek approval of the membership when feasible and

as required for Resource Action Funds.

The Secretary-Treasurer is responsible for collecting dues and registration fees at the annual meeting and for keeping track of the Chapter's finances. The Secretary-Treasurer must prepare a Treasurer's Report showing the activities of the general account periodically to the EXCOM and annually to the Chapter's members.

RESOURCE ACTION FUND

The Resource Action Fund (RAF) was established in 1989 following the successful symposium sponsored by MCAFS that generated approximately \$20,000 of income to the Chapter. The original intent of the RAF was to maintain a minimum balance of \$20,000 and fund projects using interest generated annually on this minimum balance. However, a separate account for this fund was not established and the revenue from the 1989 symposium was subsequently mingled with other Chapter assets. The concept of expending only interest accrued by the original \$20,000 was gradually abandoned and the Chapter chose instead to fund worthy projects in accordance with available total assets. For instance, \$17,500 was granted for RAF projects in 1997 alone, which likely far exceeded accrued annual interest on the "RAF Fund" for that year.

The original intent of the RAF was to fund projects submitted only by Chapter members. Subsequently, the Chapter decided that: 1) funding requests could originate from anyone, including individuals and organizations that are not members of AFS or MCAFS, but the proposal needed to meet certain criteria detailed below, and; 2) the EXCOM needed to have the authority to disperse funds following a set of criteria agreed upon by the membership (detailed below).

RAF proposals are to be submitted to the EXCOM by the cycle deadlines. The deadlines will be:

January 15, for voting during the annual meeting (note: **requests for more than \$2000 must be** presented to the membership at the annual meeting) and

June 15, for decisions at the EXCOM summer meeting.

Any RAF request received within this time frame will be posted on the Chapter's Web page. Decisions will be reported in the Annual Business Meeting minutes and the EXCOM meeting minutes, and posted on the web page.

RAF requests must clearly state how the proposal will demonstrate one or more of the following:

- 1) a benefit to native species;
- 2) short term and/or long term benefits to the fisheries resource;

- 4) how it relates to ongoing and previous work in the area;
- 5) coordination with local applicable agency personnel;
- 6) the support of an appropriate MCAFS committee, if expenditure relates to a committee's responsibility;
- 7) the project makes no commitment of MCAFS funds beyond the current funding request; and
- 8) that funding from sources other than MCAFS either has been obtained or solicited and denied.

A form for evaluating RAF requests greater than \$2000 must be filled out, either by each EXCOM member and then summarized with the EXCOM recommendation, or a single evaluation form must be filled out by the EXCOM along with their recommendation. For RAF requests submitted for consideration at the annual meeting, the EXCOM will review the proposals prior to the business meeting and provide the membership with an EXCOM recommendation. The membership attending the business meeting will approve RAF requests after considering the EXCOM's recommendations. For RAF requests submitted for consideration at the summer meeting, the EXCOM will make the decision for funding.

RAF grants **are generally intended for funding of one year issues or projects.** If you are requesting multiple years funding or have received a RAF in the past for the project, you must include that information in the application. EXCOM reserves the right to regulate the level of funding given to a single project but will generally **maintain a cap of \$10,000 for a single project.**

Additional Requirements:

Any recipient of a RAF will report the progress annually to the EXCOM until the project is completed. Upon completion of the project, a final report is required. If these report are not submitted to EXCOM, additional grants for the sponsoring organization may be delayed or denied.

All reports should include: the status of the project, if not completed to what degree is it completed, if it has accomplished its desired goal, if any unforeseen problems occurred that we should warn others about, etc.

In 2003, the membership determined that a sub-category should be established to provide up to \$2000 annually for research projects. Applications are due as stated for other RAF requests. ExCom will apply the same criteria used to judge regular RAF applications with the following exceptions: 1) a committee endorsement will not be required since research projects may not address concerns of MCAFS committees, and 2) expected benefits relative to cost will not be evaluated, however, the project proposal must clearly explain the potential applicability of the research. If funds are limited, regular RAF applications will be given priority over research RAF

applications.

The Secretary-Treasurer is responsible for depositing income, paying out authorized disbursements, and for keeping track of all RAF expenditures. The Secretary-Treasurer must prepare a Treasurer's Report showing the activities of each RAF account periodically to the EXCOM and annually to the Chapter's members. Appendix K presents a summary of funded RAF projects since 1989.

OTHER FUNDING REQUESTS

Funding requests other than RAF, either in the form of project proposals or resolutions, of \$100.00 or more must be submitted in writing to the Chapter President at least two (2) weeks prior to a scheduled meeting of the EXCOM or the membership (as stated in the Bylaws). Budget decisions for the Chapter are normally made at the annual meeting and summer workshop. The EXCOM can, at their discretion, make necessary budget decisions at other EXCOM meetings, however, the EXCOM must be able to justify budget decisions to the membership at each annual meeting using the above criteria.

ADVOCACY

The MCAFS recognizes that we serve an important role as advocates for the wise use of the state's fish resources. The Chapter further recognizes that we have an obligation to the fish resource profession and to the AFS to conduct ourselves and the business of the Chapter in a professional manner. The Chapter has a long history of speaking out on issues that affect fish resources and we have always emphasized clear differentiation between fact and opinion. To that end, we offer the following guidelines regarding the involvement and procedures for becoming involved in public policy.

1. When any member acts for MCAFS they must be recognized as a Chapter representative, via being a committee member, officer, or designated representative by the EXCOM.
2. Chapter representatives can, without direct EXCOM approval, request information from any entity for use by the Chapter.
3. Chapter representatives must have EXCOM, or Presidential, approval before making specific recommendations on major policy issues.
4. Prior to making specific recommendations, the EXCOM will strive to seek review of those recommendations by recognized experts.
5. Chapter positions on policy issues will tier to existing AFS or MCAFS policy or position statements, where possible.

6. Chapter representatives may make recommendations on minor policy issues without EXCOM approval, provided those recommendations are tiered to existing AFS or MCAFS policy or position statements.
7. All Chapter members will do everything in their power to maintain the professionalism of the Chapter and the AFS in all matters where they represent the Chapter and AFS.
8. When feasible, Chapter representatives will seek review of any recommendation they propose with other Chapter members and the EXCOM.

Revisions and edits to this version of the Montana Chapter AFS Procedures Manual were reviewed and approved by:

David Schmetterling - President, Montana Chapter AFS /s/ David Schmetterling	October 2007
Carter Kruse - President Elect, Montana Chapter AFS /s/ Carter Kruse	October 2007
Windy Davis - Secretary-Treasurer, Montana Chapter AFS /s/ Windy Davis	October 2007
Leanne Roulson - Immediate Past President, Montana Chapter AFS /s/ Leanne Roulson	October 2007

Appendices

APPENDIX A: BYLAWS OF THE MONTANA CHAPTER OF THE AMERICAN FISHERIES SOCIETY

Approved by the Society: March 2006

Section 1 - Name and Objectives

The name of this organization shall be the Montana Chapter of the American Fisheries Society, herein referred to as the Chapter and Society respectively.

The objectives of the Chapter shall be those of the Society as set forth in Article I of the Constitution. In addition, the Chapter has the following objectives:

- A. Exchanging current information and techniques;
- B. Informing members of activities that threaten fishery resources;
- C. Supporting local, state, and federal legislation that is in the interest of fishery resources; and
- D. Encouraging members to participate in AFS at all levels.

The Chapter has been an advocate for the unbiased collection of fish resource information; the conservation and restoration of native fishes; the importance of high quality aquatic habitats; and wise management of land, water, and fish resources in the state of Montana.

Section 2 - Membership

The Chapter shall consist of active and affiliate members. Active members of the Chapter shall be those Society members in good standing, residing in, working in, or having a professional interest in the state of Montana. Only active members may hold an office, chair a committee, or vote on Chapter affairs. Persons may choose to be affiliate members with the Chapter. Dues, rights, and privileges of active and affiliate members are more fully described in the Procedures Manual.

Section 3 - Meetings

The Chapter shall hold at least one meeting annually at a time and place designated by the Executive Committee (EXCOM, see Section 6).

Section 4 - Officers

The officers of the Chapter shall consist of a President, President Elect, Secretary-Treasurer, and Immediate Past President. The officers shall be members in good standing of the Society and Chapter. The term of office for the President, President Elect, and Immediate Past President is (1) year and shall coincide with those of the Parent Society. Only the President Elect is elected annually. The President Elect automatically becomes the President, and then the Immediate Past President. The Secretary-Treasurer is elected every odd year and serves a two (2) year term. Election of officers occurs at the Annual Meeting.

If an elected officer cannot complete their term of office, the EXCOM may appoint a replacement until an election can be held. A vacated presidency shall be filled by the President Elect, who will continue as President through his or her normal term. A vacated immediate past-presidency shall not be filled until the next scheduled transition of officers.

Section 5 - Duties of Officers

The President of the Chapter shall preside at all meetings, serve as the Chair of the EXCOM, represent the Chapter to the Society and Western Division, and shall make such appointments and perform other duties and functions as are authorized and/or necessary to govern and represent the Chapter.

The President Elect shall be responsible for all annual meetings, including deciding on time and place, organizing the program, and arranging facilities and logistics. The President Elect shall assume the duties of the President in the event of his/her inability to act.

The Secretary-Treasurer shall keep the official records of the Chapter, collect and be custodian of registration fees and dues collected under Section 9 of these bylaws, and any such funds, which may be allotted to the Chapter. The Secretary-Treasurer shall disburse funds as authorized and necessary, shall submit a record of receipts and disbursements at the annual Chapter meeting and EXCOM meetings, and shall perform such duties as may be requested by the EXCOM, the Executive Director of the Society, and officers of the Western Division. The Secretary-Treasurer will be a member of the Membership Committee.

Section 6 - Executive Committee

The Executive Committee (EXCOM) of the Chapter shall consist of the elected officers including the Secretary-Treasurer, President Elect, President, and Past President. The EXCOM is authorized to act for the Chapter between meetings and to perform appropriate duties and functions.

Section 7 - Chapter Committees

Committees and the Chairs of Committees may be appointed by the EXCOM or the President as necessary to conduct Chapter business. The names and operating guidelines for standing committees, guidelines for special committees, and terms of office for the Chairs and members of Chapter Committees shall be as described in the Chapter's Procedures Manual.

Section 8 – Student Subunits

The Chapter can maintain one or more student subunits under its auspices provided the subunit brings demonstrable long-term benefit to the Chapter and no demonstrable harm to the Society as a whole. Adopted student subunits shall abide by a set of bylaws as approved by both the Chapter and Society. Current Presidents of subunits shall act as non-voting members of the EXCOM.

Section 9 - Voting and Quorum

Decisions at meetings of the Chapter shall be in accordance with the Constitution, Rules and

Procedures of the Society.

Unless otherwise specified in these Bylaws or the Constitution of the Society, meetings are conducted according to the latest edition of *Robert's Rules of Order*.

A quorum at any meeting for the transaction of official Chapter business shall be one-third of the Chapter membership or thirty active Chapter members, whichever is smaller.

All votes are simple majority, except 2/3 majorities are required in special cases such as amending the Bylaws and suspending a Rule. Excom can determine the voting method. Any issue may be decided by a mail ballot, provided that mail ballots are mailed to all active members of the Chapter, the issue is clearly presented, and members are given at least thirty (30), and no more than sixty (60), days to return ballots.

Section 10 - Registration and Dues

The EXCOM may assess each registrant attending annual meetings of the Chapter a registrant fee necessary to cover the costs of the meeting and Chapter activities. The Secretary-Treasurer shall make collection of registration fees and dues, and disbursements shall be made for financing the Chapter operations as directed by the membership or the EXCOM.

Section 11 - Amendments of the Bylaws

The Bylaws of the Chapter may be amended and approved with Article IV, Section 4, of the Constitution of the American Fisheries Society and by Section 9 of these Bylaws.

1. The Bylaws are the defining document for the Chapter and take precedence over all other rules and procedures of the Chapter. The Bylaws cannot be suspended and cannot be changed without prior notice to members.

A. The Bylaws may be amended by a 2/3 majority of Active Members choosing to vote, provided that the proposed amendment (s) are circulated in writing to the membership at least 30 days prior to voting.

B. In accordance with the Society Constitution, an adopted amendment shall be reviewed by the Society's Constitutional Consultant for conformity with the Constitution, Rules and Procedures of the Society. The Constitutional Consultant presents the adopted amendment to the Society Governing Board for approval.

C. Amendments take effect when the Chapter receives written notice of their approval by the Governing Board from the Executive Director.

Section 12 - Resolutions and Chapter Funding Requests

Resolutions may be introduced at any business meeting or EXCOM meeting by any member in good standing. Resolutions requesting funding of more than \$100.00 must be submitted in writing to the President at least two (2) weeks prior to the meeting when a decision by either the EXCOM or Chapter membership is required. The Procedures Manual details the process for how funding

requests are submitted, evaluated, and funded by the Chapter.

Section 13 - Procedures Manual

The Chapter's Procedures Manual details protocols for Chapter operations, including responsibilities of Committees, Committee Chairs, and Chapter officers and use of Chapter funds. The Procedures Manual can be revised as needed with the approval of the EXCOM or vote of the membership. The Immediate Past President is responsible for keeping the Procedures Manual updated with assistance from the Committee Chairs and EXCOM. The Procedures Manual is periodically updated to accurately reflect how the Chapter conducts its business and provide information that ensures new Committee Chairs and officers can best conduct Chapter business.

Approved by:

Clint Mulfeld - President, Montana Chapter AFS

/s/ Clint Mulfeld

March 2006

Kate Walker - President Elect, Montana Chapter AFS

/s/ Kate Walker

March 2006

Matt Jeager - Secretary-Treasurer, Montana Chapter AFS

/s/ Matt Jeager

March 2006

Steve Leathe - Immediate Past President, Montana Chapter AFS

/s/ Steve Leathe

March 2006

APPENDIX B: Duties of Officers

MCAFS *President* Responsibilities

General Year Round Duties

1. Facilitate communication among EXCOM; this means sending out emails and fielding phone calls to make sure that the EXCOM stays up to speed on Montana Chapter activities beyond what gets put in the Outlet or on the website.
2. Maintain an up-to-date contacts list for all EXCOM members and committee chairs.
3. Represent the Montana Chapter at AFS Functions. This includes our chapter annual meeting, monthly western division conference calls, and the WDAFS annual meeting; and may include a mid-year WDAFS meeting and the parent society meeting.
4. Represent the Montana Chapter on issues and communications with chapter members and others. It is good to remind people that your work identity is not the same as your Presidential identity- reminders of which “hat” you are wearing when you call or e-mail someone such as identifying yourself as the Chapter President in your e-mail signature or when you ask to speak to someone are helpful.
5. Schedule and set up facilities for EXCOM meetings. Discuss whether conference calls will be paid for by your employer or if the chapter will need to set up a conference call account. Meetings should occur at least four times a year (annual meeting, spring, summer, and fall), but may need to be called more frequently depending on the Chapters needs. Conference calls are usually perfectly adequate but face to face meetings are definitely more productive if there’s a lot on the agenda.
6. Respond to emails, letters, and phone calls from members on issues of concern in a timely manner. Forward communications to appropriate committee chairs or EXCOM members if a member concern requires action or a letter.
7. If a member brings up an issue or concern that you do not feel qualified to address, solicit input from the EXCOM on who is best qualified to respond (committee chairs or Chapter members). You and the EXCOM will probably still be the main signatories, but it is better to get someone involved who knows the issues to write the actual letter.
8. Review and sign all issue related letters and communications sent out by the Chapter.
 - a. Any letter that you intend to sign should be circulated to the EXCOM prior to being released as a communication coming from the Montana Chapter.

- b. If you cannot sign a letter (out of town, conflict of interest), designate someone else from the EXCOM to sign it in your stead.
 - c. Members do have a responsibility to send you letters with adequate time for review. Do not feel pressured to sign a poorly constructed letter just because it “has to go out today!”
9. Assist the President-elect with planning the annual meeting.
 10. Coordinate content for the Outlet. Work with the chapter newsletter editor to get content turned in on time. Write a President’s address for each newsletter. The newsletter can come out as often or as infrequently as you like, but it is a great way to get information out about the annual meeting and keep the Chapter informed in between meetings.
 11. Send the webmaster any correspondence sent out by the Chapter and ask that copies be posted on the web page. Usually it is best if these files are in Adobe format.
 12. Keep track of any expenses related to your duties and send copies of receipts to Secretary Treasurer for reimbursement (e.g. postage, meeting travel costs, etc.)

Time-specific Duties

September

1. The new president takes office in early September.
2. Check to see that your e-mail and contact information are on the web site. Also check the RAF link so that you will get applications rather than the Past-President.
3. Discuss with your employer/supervisor whether it is ok to use your work e-mail and contact address for MCAFS business. If it is not, be sure to notify the EXCOM and webmaster of the appropriate addresses to use.
4. Develop a plan of work and decide which issues you would like to prioritize for the coming year. Your plan of work does not have to be a formal written document, but it should represent goals for the Chapter as well as your individual goals as president.
5. Get copies of the electronic letterhead from the outgoing president.
6. Talk with the outgoing president about any current issues or action items and determine who will follow up/ carry things forward.

October/November

Get started on fundraising (See below).

Talk with President-elect about the time and place for the annual meeting.

Send in time and place information to the WDAFS president. The Secretary Treasurer will send this information to the Parent Society.

Send an invitation to the MCAFS annual meeting to the presidents of the Parent Society AFS and Western Division- try to find out if they will attend or send a representative. You may want to explicitly state whether our Chapter will be paying their registration fee or not-Sounds picky, but this seems to come up every year.

Use the Outlet to promote the annual meeting, remind membership about award nominations, and RAF applications.

Send out a reminder (in the Outlet or via chapter e-mail) that RAF requests are due one month (30 days) prior to the business meeting.

If there will be a WDAFS mid-year meeting it usually happens sometime in the fall. If you cannot attend you should designate someone to represent the Chapter at the meeting.

December/ January

Keep working on fundraising.

Collect RAF applications and distribute to the EXCOM.

Finalize awards with awards committee chair.

If this is a legislative year, discuss hiring a lobbyist or other options with EXCOM and the legislative committee chair. This can be part of the agenda for the EXCOM meeting at the annual meeting but the legislature begins its work in mid-January- so earlier is probably better.

February

Attend annual meeting (see below).

Compile mid year report for Western Division and send to the WDAFS president. Reports need to be formatted and written to be **consistent with strategic plan strategies and goals-** (see www.fisheries.org for the AFS Strategic Plan).

March /April

1. Review budget sheet from the annual meeting and think about available funds for RAFs.
2. Schedule & hold the spring EXCOM meeting.

May

1. Attend WDAFS meeting representing the Montana chapter- (if held separate from Parent Society's meeting).
2. Check with WDAFS people to find out what business meetings you need to attend- they're often held before the meeting officially begins.

June/July

August

Schedule & hold the Summer EXCOM meeting.

Submit an annual report to the WDAFS president. They will provide you with a format but mainly have to put in anything interesting that the chapter has done. You'll make the WDAFS president much happier if you try and write the report to meet the parent society's strategic plan strategies and goals (See February above)

September

Attend parent society AFS meeting representing the Montana chapter.

Check with WDAFS people to find out what business meetings you need to attend-they're often held before the meeting officially begins. If there are any "big" issues that WDAFS plans on bringing before the Parent Society- discuss these with the EXCOM and determine the Chapter's preferred position.

Turn over the reins to the new president.

Meeting Related Duties

Before the meeting

1. Assist the President-elect with any questions they have about planning a meeting and selecting a venue.
2. Attend and participate in all meeting related conference calls.
3. Arrange a time and place with the President-elect for the EXCOM meeting. Usually this takes place in the morning, the day before the welcome social.
4. Send out a reminder of this meeting to all EXCOM members and committee chairs. Solicit agenda items for the meeting. If any resource action fund (RAF) proposals come in, send out copies at least a week before the meeting.
5. Try and determine if any EXCOM meeting items will need to be discussed at the membership business meeting. Work with the EXCOM and the Secretary Treasurer to develop an agenda for the business meeting.
6. Coordinate with the awards committee chair. You will run the awards luncheon. If someone you do not know is receiving an award, get someone to point the person out during the meeting so that you can find them and recognize them during the luncheon.

Fund raising:

1. As part of the meeting committee the current President is in charge of fundraising. Ask the Past President for their list of contributors and a copy of their fundraising letter from the previous year.
2. Try and add at least a few new potential contributors to the list each year. Your circle of professional contacts may not usually contribute; however, this does not mean that they're not interested in AFS.
3. Start contacting potential contributors in October or November. Make sure to update the contact address (you) on the fundraising letter. The holiday season tends to be a difficult time to catch folks.
4. Follow up on the letter after a week or two. December is a difficult time to catch people but January is definitely not too late. Some people may even contact you the week of the meeting and offer to provide funds.
5. Keep track of who contributes and how much and send this to the Secretary Treasurer. Provide updates on fundraising during meeting conference calls. No donation is too

small; however, do not be afraid to ask for larger amounts. Refer to previous years contributions as a guide.

6. Coordinate with the Past-President- they will be handling the trade show. Some contributors will prefer to have a booth instead of making a direct contribution (and vice-versa). Others may want to make an in-kind donation such as directly paying for printing fees for the program, donating a keg, or sponsoring a break.
7. Request an electronic copy of each contributors logo (medium to high resolution JPEGs work well) and let them know that this will be displayed on the program (you can put this information in the letter but remind them when you talk to them on the phone). If an agency or individual company sponsors a break (\$500 or more) it is appropriate to have a sign made with their logo on it and displayed prominently at the break and in the program.

During the meeting

1. Make yourself available to the president elect. Remember how hard it was to pull everything together for your meeting.
2. Enjoy the fact that you don't have to pull everything together for this meeting. Attend a talk or two!
3. If there is a plenary speaker, coordinate with the President-elect about who will introduce the speaker. You will probably be asked to give a quick welcome to the membership and open the meeting, but the president elect may want to introduce the plenary speaker and basically run the meeting from there on.
4. Check in with the registration people. See if they need anything (like a bathroom break).
5. Keep your ears open for items that might need to be discussed at the business meeting. This is the main opportunity to initiate discussion on Chapter business.
6. If any committee chairs are leaving their posts, recruit replacements and talk with members about potential new chairs.
7. Introduce yourself to students. They are critical to the health of the chapter. This is also a good way to find out what kind of research is going on and emerging issues within the state.
8. **Awards luncheon.**
 - a. Work with the venue staff, the awards chair, and the president elect to set up a head table and get all the awards in order.
 - b. If a representative of the Western Division/ Parent Society is attending the meeting they should be seated at the head table and you should introduce them.
 - c. Introduce the EXCOM and any visitors (Parent Society, etc.) at the beginning of the luncheon.
 - d. Turn the microphone over to the awards chair.
 - e. You will give the Past-President's award, and may be asked to give other awards as well.
 - f. Remind people of the time and place for the business meeting and the need for a quorum.
 - g. Thank people often.

9. Business meeting

- a. Type up an agenda and get copies made (about 30 to 50 copies)
- b. Collect brief bios from president candidates
- c. Get the correct spelling of president candidates' names and print up ballots.
- d. Remind people repeatedly that they really do need to attend the business meeting.
- e. Track down committee chairs and make sure that they attend so they can give committee reports.
- f. Try and determine which agenda items will require a vote before the meeting.
- g. Review Robert's rules of order and ask questions about procedure before the meeting.
- h. Call the meeting to order and start running through the agenda. Try to keep things moving.
- i. Don't be afraid to ask questions about procedure during the meeting.
- j. Do your best to keep things moving, restate comments made by membership if necessary, but it is usually best to just turn over agenda items to whoever is leading the issue.
- k. Take vote counts and confirm with other EXCOM members.
- l. You are responsible for the tone of the meeting; do your best to keep it professional and positive (and not too long).

10. Raffle and social/ Banquet

- a. Find the student subunit officers and see if they need help moving raffle items to the banquet room.
- b. Enjoy yourself.
- c. At some point things will probably deteriorate; try and help the President-elect to move people out of the banquet room at this point if not before.

11. Last Morning

- a. Check in with the new President-elect and get their contact information.
- b. Check in with the current President-elect and see if they need any help closing out the meeting.

And After the Meeting

12. Update your contacts list for the EXCOM and any changes to committee chairs.
13. Send any updated contact information for committee chairs to the webmaster and ask them to update the website.
14. Work with the Secretary Treasurer to determine if all fundraising monies have been collected. Write thank-you letters and send them out to all contributors- or ask Secretary-Treasurer to do this. Work with the Past-President to determine who will write letters to trade show vendors

MCAFS President Elect Responsibilities

General Year Round Duties

The main job is to organize and run the annual meeting

Time-specific Duties

February

1. Once you are elected, contact members of EXCOM and make sure your contact information is correct
2. Although it is not required, it might be a good idea to plan to sit in on EXCOM conference calls before you officially take office in September (then it IS required that you participate).

March- September

Decide on a location for the conference

Plan on 300 attendees (2007 figures)

Find out the state rate for hotel rooms, and ask for the state rate when making room blocks.

Plan to block at least 150 rooms, either all in one venue (best case) or the majority in one venue and block rooms at other close by locations

Once you figure out the date and location of the meeting, send out a call for symposia, and a call for papers.

Work with the Continuing Ed chair to come up with some ideas for a continuing ed class.

Plan to present about 3 ideas to the EXCOM. Finalize by the end of September to announce in the early October outlet.

Figure out a conference theme and the plenary session and invited speakers

In the past, we have comped registration for some invited speakers- people that would not ordinarily attend the conference, and we have done the same for rooms and travel. You may be able to get the venue to comp one or two rooms for plenary speakers or invited guests based on whether we fill a room block- it never hurts to ask.

Registration cost- plan on about \$100- 175 for registration, and much less for students around 50- 75. Also consider a reduced cost for retirees.

Work with the secretary treasurer to decide the professional fee, student fee, retiree fee, one-day registration fee, and the Continuing Education Workshop fee. Have a firm pre-registration cut-off date about a week before the meeting, then add a significant late fee (in 2005 \$50 was assessed) to encourage pre-registration. Put a registration form in the winter newsletter.

Work with the third party credit card processing company. We have been using Meetings Etc.

Work with the secretary treasurer to determine the availability of inventory receipt books, nametags, pens, etc and purchase items needed for meeting. In 2007, we recycled name tag holders and hopefully these could be used in the future.

Typical schedule:	Monday:	EXCOM meeting
	Tuesday:	Continuing Ed, welcome social
	Wednesday:	General meeting, plenary session, awards lunch, social, dinner on own
	Thursday:	General Meeting, lunch, dinner banquet
	Friday:	Meeting until noon, adjourn

October

1. Meeting announcement and first call for papers
2. Line up and contact invited speakers for plenary sessions.
3. Send out email to membership chair for first call for papers, and symposia and meeting announcement
4. Work with the venue for menu (don't skimp on food)
5. Set up monthly or as-needed conference calls with meeting committee (EXCOM and committee chairs)
6. Contact student subunits for a volunteer coordinator
7. Figure out socials
8. Coordinate with the president and past president for fundraising and trade show
9. Send letters out to FWP commissioners, host city mayor, local, state officials, parent society officers, western division officers, neighboring chapter presidents inviting them to attend the conference.

November

1. Call for papers
2. Symposia deadline
3. Decide on conference memento- if you want and order
4. Send letters out to FWP commissioners, host city mayor, local, state officials, parent society officers, western division officers, neighboring chapter presidents inviting them to attend the conference.
5. Reserve special rooms (if available) for EXCOM, in 2007 I got Jacuzzi suites for the EXCOM at no extra charge.
6. Make reservations, travel plans for invited speakers if necessary

December

1. Recruit session chairs
2. Make up a schedule for volunteer needs
3. Final Call for papers deadline should be around Jan 1

January

1. Finalize schedule
2. End call for papers
3. Finalize volunteers, recruit more, coordinate with volunteer coordinator
4. Contact session chairs about the responsibilities

5. Make a schedule at a glance
6. Compile abstracts into program (this takes a while)
7. Arrange laptops and power point projectors- do not rent from hotels they charge a fortune. Members should be able to loan enough of these for the meetings. Also, remember remotes, and pointers. You will probably have to rent screens from the venues, media carts, but consider bringing your own extension cords and power strips.
8. Other little things, like time reminder cards- I made some up in 2007, and these are available
9. Arrange a hospitality room coordinator (make sure to arrange for a hospitality room)

February

1. Print out meeting program (don't make too many copies)
2. Send out reminders to everyone about everything
3. Get some sleep
4. Think about a new president elect
5. Confirm hospitality room, get key and assign to hospitality room czar
6. Meet with volunteer coordinator

After the meeting

Write thank you notes to invited speakers, etc...

Work with the secretary treasurer to prepare a one page final budget of the meeting (and Continuing Ed) showing all income and all expenses.

Other things:

1. Everyone has to pay, including speakers
2. Beer is expensive
3. Food is expensive, but don't skimp
4. Breaks are important
5. Keep everyone on time- impress this upon moderators! I can not state this enough!
6. There will inevitably be tons of minor problems and questions- find the president and past president and ask them for help.
7. Get a lot of volunteers
8. Even if the meeting is in your home town, plan on staying at the hotel for the conference week

MCAFS Secretary/ Treasurer Responsibilities

General Year Round Duties

Deposit funds and write checks promptly. You are responsible for setting up a bank account and balancing bank statements.

Prepare a treasurer's report a few days before ExCom meetings. Call for the current trust fund balance, write up all bank transactions and take stock of other assets (such as belt buckles).

Within a few weeks after the ExCom meeting, prepare minutes and route to ExCom for edits and corrections. Give the approved minutes (from prior ExCom meeting) to Web Page Chair.

Keep ExCom mailing list current. Share with Web Page Chair.

Obtain a copy of the MCAFS membership database. The Membership Chair is responsible for maintaining this database.

Print out and archive any correspondence posted on the web page.

Time-specific Duties

February

3. Write to AFS parent society to request 3% rebate. If you don't request it, it will be overlooked.

March

Prepare the minutes from the annual meeting. Send one copy to AFS parent society and one to the Western Division.

Prepare a statement showing all MCAFS expenses and income for the previous calendar year. Provide detail on Chapter income. This information may become important during tax preparation/reporting. Income categories should include: dues paid, annual meeting registration fees, summer workshop registration, continuing education registration fees, meeting donations/sponsorships (attach a second sheet listing any donations/sponsorships from the tax year) fundraising income (raffle, auctions, etc.). Send to AFS parent society by end of March for their 503c nonprofit tax status. This should also go in MCAFS spring newsletter.

April

Either hire an accountant or prepare the taxes yourself. You will need IRS form 990 and you will want to refer heavily to previous years. Tax forms are due May 15.

September

1. Revise the ExCom mailing list to show new officers. Send to Newsletter and Web Page chairpersons. Also contact AFS parent society liaison and fill out their form on ExCom officers.

October

1. When Annual Meeting time and place are known, contact the AFS parent society liaison with this information for their web page and Fisheries magazine. Give the President-Elect's name and phone for further information. Also send a note to Western Division.
2. Order a Past-President's appreciation plaque from the AFS parent society. The cost is about \$25 and it can take a while to arrive. The current President will award the Past-President at the annual meeting.

December

1. Consult the Montana Commissioner of Political Practices web page (<http://state.mt.us/cpp/>) to determine what lobbyist reporting is required by MCAFS. Reports may be required even if it is not a legislative year.

Meeting Related Duties

Before the meeting

You need to set up a registration schedule and fees with the President-elect. You'll need to decide the professional fee, student fee, retiree fee, one-day registration fee, and the Continuing Education Workshop fee. Have a firm pre-registration cut-off date about a week before the meeting, then add a significant late fee (in 2005 \$50 was assessed) to encourage pre-registration. Put a registration form in the winter newsletter.

Contact a third party credit card processing company. In 2004 and 2005, Meetings Etc. (Phone 208-890-7971; web site <http://www.mtgs-etc.com/>) from Boise, Idaho was used to process credit card registrations. This service cost around 4% of the total charges processed. Using this type of a service encourages pre-registration. In addition, cash flow from the credit card registrations will begin before the meeting. This is helpful to pay for meeting expenses during the meeting.

Contact the MTFWP Fisheries Division Operations Bureau Chief (currently Karen Zackheim) to obtain directions on charging FWP staff registration fees to state budgets. Typically, this involves having a sheet at the registration desk for FWP employees to sign next to their budget number and the total amount charged.

The MCAFS membership database should be used to process pre-registrations. The database will generate registration receipts, and will make the registration process easier. Make sure to get the most current copy of the database from the Membership chair prior to processing pre-registrations.

Discuss registration schedule with Membership Chair. Be sure the Chair knows he/she needs the most current list of members from the parent society. Set up registration table times. Recruit the Membership Chair to help you at the table. Also recall 2-3 other people who owe you favors and get them to help the first meeting day. Suggest you have the table open on the Tuesday night hospitality, all morning Weds, and about 2 hours Thursday.

Inventory receipt books, nametags, pens, etc and purchase items needed for meeting.

Make up a few big signs that say "Registration" and the fees. Also have a few copies handy

of all the possible registration fee breakouts (lunch, dinner, members, guests and so forth) for you and your crew to refer to at the table.

Make copies of recent Treasurer's report to be available at the business meeting. Prepare a simplified budget for the meeting showing overall chapter assets, gains and losses. Print big type and have it on an overhead or laptop projector. Also print up list of recent RAFs.

Print up 5-6 copies of the last business meeting. Distribute a few to some audience "plants" so someone can make a motion to accept them.

Prior to the meeting withdraw \$150 cash (various small denominations) for the cash box.

During the meeting

Hang up "MCAFS" banner and put out agendas. Get a calculator, pencils, and a big cup of coffee and be ready for fun & games at the registration table.

You are responsible for all income and credit card receipts received. If the hotel has a safe, take advantage of it. Past experience has shown it is a good idea to have a form just for the cash box to track everything that goes in or out. Plus track each person's payment on the MCAFS membership database. Suggest you keep Continuing Education income separate from meeting income and separate from raffle income.

Have a sheet available for FWP employees to charge to their project. They must sign by their name and the amount to be charged.

Get a list of all silent auction and trip winners. Be sure to get their names, phone numbers and amount owed. Keep cash collected from raffle.

Pay off hotel bill. Pay any money owed to the Raffle Chair. Pay the student paper award.

After the meeting

Tally up all the funds received and keep track of numbers for all types (students, full meeting, partial meeting, etc). Deposit money.

Prepare a list of who owes MCAFS money. Start mailing invoices and check off on the list as they are received.

Prepare a one page final budget of the meeting (and Continuing Ed) showing all income and all expenses. Share with ExCom at the spring meeting. You will also need this report for tax time.

MCAFS *Past President Responsibilities*

General Year Round Duties

1. Participate as voting member in EXCOM meetings and communications.
2. Respond to emails, letters, and phone calls from members and EXCOM on issues of concern in a timely manner.
3. Assist the President-elect with planning the annual meeting.
4. Arrange the Trade Show for the annual meeting.
5. Chair the Past Presidents Committee.
6. Serve on the editorial board of the Intermountain Journal of Sciences (IJS) as an MCAFS EXCOM representative.

Time-specific Duties

September

Talk with the incoming president about any current issues or action items and determine who will follow up/ carry things forward.

October/November

1. Get started on Trade Show.

December/ January

1. Keep working on Trade Show.
2. Seek and procure nominations for officers.

February

1. Attend annual meeting (see below).
2. Submit and introduce nominations for officers and committee chairs at the Business Meeting.
3. Provide ballots and conduct the election of officers at the annual meeting.
4. Recommend changes in the Bylaws to the EXCOM and membership.
5. Distribute copies of the Bylaws and Procedures Manual to new officers and committee chairs.

March /April

1. Help the President Elect prepare the abstracts for the annual meeting and coordinating with presenters and IJS to publish suitable abstracts in IJS.

May

June/July

August

1. Update the Procedures Manual with the assistance of the EXCOM and Committee Chairs.
2. Track and maintain a list of Resource Action Fund projects.

September .

1. Retire and enjoy all the free time you have.

Meeting Related Duties

Before the meeting:

Assist the President-elect with any questions they have about planning a meeting and selecting a venue.

Attend and participate in all meeting related conference calls.

Fund raising:

As part of the meeting committee the Past President is in charge of arranging the Trade Show. Ask the previous Past President for their list of contributors from the previous year.

Start contacting potential participants in October or November. Make sure to update the contact address (you) on the fundraising letter. The holiday season tends to be a difficult time to catch folks.

Follow up on the letter after a week or two. December is a difficult time to catch people but January is definitely not too late.

Keep track of who will participate and fees for booths and send this to the Secretary Treasurer

Coordinate with the President- they will be handling the fundraising. Some contributors will prefer to have a booth instead of making a direct contribution (and vice-versa

Request an electronic copy of each participants logo (medium to high resolution JPEGs work well) and let them know that this will be displayed on the program (you can put this information in the letter but remind them when you talk to them on the phone). If an agency or individual company sponsors a break (\$500 or more) it is appropriate to have a sign made with their logo on it and displayed prominently at the break and in the program.

During the meeting

1. Make yourself available to the president elect. Remember how hard it was to pull everything together for your meeting.
2. Check in with the registration people. See if they need anything (like a bathroom break).
3. Keep your ears open for items that might need to be discussed at the business meeting. This is the main opportunity to initiate discussion on Chapter business.

4. If any committee chairs are leaving their posts, recruit replacements and talk with members about potential new chairs.
5. **Business meeting**
 - a. Collect brief bios from president candidates
 - b. Get the correct spelling of president candidates' names and print up ballots.
 - c. Remind people repeatedly that they really do need to attend the business meeting.
 - d. Track down committee chairs and make sure that they attend so they can give committee reports.
6. **Raffle and Social/ Banquet**
 - a. Find the student subunit officers and see if they need help moving raffle items to the banquet room.
 - b. Enjoy yourself.
 - c. At some point things will probably deteriorate; try and help the President- elect to move people out of the banquet room at this point if not before.
7. **Last Morning**
 - a. Check in with the current President-elect and see if they need any help closing out the meeting.

And After the Meeting:

1. Write letters of thank you to trade show vendors

APPENDIX C: Listing of Committee Chairs and Terms of Office

Status of MCAFS Committee Chairs as of September 2007

Committee	Chair(s)	Term began:
Awards	Travis Horton	Sept 05
Continuing Education	Lisa Eby	Sept 07
Resource Management Concerns	Leslie Bahn	Feb 07
Historian	Paul Hamlin	Sept 03
Legislative	Leanne Roulson	Sept 06
Lobbyist	contracted	
Membership	Kristi Webb	Sept 07
Newsletter	Amee Rief	Sept 04
Public Outreach	John Wachsmuth	Sept 02
Species of Special Concern	Bob Bramblett	Sept 07
Intermountain Journal of Science	Carter Kruse	Sept 06
Past Presidents	Current Past President	Sept every year
Raffle	MSU Student Subunit	Sept 06
Web Page	Lee Nelson	Sept 03
Cutthroat Trout Restoration	Buddy Drake	Sept 00
Whirling Disease/ National Partnership	Eileen Ryce	Sept 03

APPENDIX D: MCAFS EXCOM MAILING LIST

Names, addresses, and phone numbers of Officers and Committee Chairs October 2007

Officers	Name	Address	Office (406-)	FAX (406)	E-mail
President	David Schmetterling	Montana Fish, Wildlife & Parks 3201 Spurgin Road Missoula, MT 59804	542-5514	542-5529	dschmett@bigsky.net
Past-President	Leanne Roulson	1716 West Main Street Suite 8-F Bozeman, MT 59715	582-0661	582-0659	lroulson@garciaandassociates.com
President-Elect	Carter Kruse	Turner Enterprises, Inc. 1123 Research Drive Bozeman, MT 59718	556-8508	556-8501	carter.kruse@retranches.com
Secretary-Treasurer	Windy Davis	Windy Davis FWP Region 7 Headquarters P.O. Box 1630 Industrial Site West Miles City, MT 59301	234-0942		widavis@mt.gov
UM Student Subunit	Adam McMahon	University of Montana College of Forestry and Conservation Department of Ecosystem and Conservation Science Missoula, MT 59812			adam.m.mcmahon@gmail.com
MSU StudentSubunit	Peter Brown	MT Coop Fishery Research Unit Montana State University 301 Lewis Hall PO Box 173460 Bozeman, MT 59717	994-3698	---	pbrown@montana.edu

Committee Chairs	Name	Address	Office (406-)	FAX(406)	E-mail
Newsletter Editor	Amee Rief	Troy Dist. Kootenai NF T1437 N Hwy 2 Troy, MT 59935	295-7422		arief@fs.fed.us
Awards	Travis Horton	Montana Fish, Wildlife and Parks Fisheries Division P.O. Box 200701 Helena, MT 59620	444-3364		thorton@mt.gov
Continuing Education	Lisa Eby	Wildlife Biology Program University of Montana Missoula, MT 59812	243-5984	243-4557	leby@forestry.umt.edu
Public Outreach	John Wachsmuth	Montana Fish, Wildlife & Parks 490 N Meridian Rd Kalispell, MT 50405	751-4554		jwachsmuth@mt.gov
Resource Management Concerns	Leslie Bahn & John Syslo	Montana Cooperative Fishery Research Unit P.O. Box 173460 Bozeman, MT 59715	994-6643 994-3698	994-7479	lbahn@montana.edu jsyslo@montana.edu
Historian	Paul Hamlin	Montana Fish, Wildlife & Parks 4600 Giant Springs Road Great Falls, MT 59405	454-5852	761-8477	pamlin@mt.gov
Legislation	Leanne Roulson	1716 West Main Street Suite 8-F Bozeman, MT 59715	582-0661		lhroulson@garciaandassociates.com
Membership	Kristi Webb	Morrison-Maierle, Inc. 3011 Palmer Street Missoula, Montana 59808	542-8880	542-4801	kwebb@m-m.net
Species of Special Concern	Bob Bramblett	DEPT. ECOLOGY, MSU Bozeman, MT 59717	994-4433		bbram@montana.edu
Raffle	MSU Student Subunit- Peter Brown	MT Coop Fishery Research Unit Montana State University 301 Lewis Hall PO Box 173460 Bozeman, MT 59717	994-3698		pbrown@montana.edu
Web Page http://www.fisheries.org/units/AFSmontana/	Lee Nelson & Eileen Ryce	85 Manor Drive Townsend, MT 59644	266-3425		leenelson@mt.gov eryce@mt.gov

APPENDIX E: AFS PRESENTATIONS – SCORING CRITERIA

Criteria	Points
INDIVIDUAL COMPONENTS	
Title – Does it accurately describe the subject?	5
Abstract – Does it concisely state the objectives and scope of the investigation, describe the methods, summarize the results, and state the principal conclusions? Does it motivate interest?	5
Introduction – Does it provide adequate background, historical context, and justification for the study?	5
Methods – Are they described with appropriate detail?	5
CONTENT	
Structure and Organization – Logical development and integration of the presentation, including serial progression of results relating to the purpose of the study or hypothesis tested, and logical formulation and expression of conclusions, interpretations, and implications. In effect, is the presentation comprehensible by members of the audience not engaged in that particular area of research?	10
Originality – Value of the study in communicating and presenting unique or innovative methods, concepts, or interpretations. Relevance to fisheries science.	15
Technical Merit – Consonance of interpretations with results; identification and evaluation of limitations.	10
Analytical Merit – Adequacy and appropriateness of analytical and statistical methods and study design.	10
PHYSICAL PRESENTATION	
Delivery – Voice quality, enthusiasm, grammar, eye contact, posture and body language, pronunciation, and articulation.	15
Visual Aids – Visibility, simplicity, comprehensibility, and relevance of visual aids.	15
OTHER CONSIDERATIONS	
Use this category to reward unique or attractive features that do not fit exactly into other criteria (e.g., judicious and effective use of humor). It should be considered an extra and should not be awarded automatically.	5

JUDGE'S SCORING SHEET – PRESENTATIONS

Judge: _____

Comments:

Please try to avoid “grade inflation”. Your average score should be about 70.

		Authors				
Student Y/N						
Title	(5)					
Abstract	(5)					
Introduction	(5)					
Methods	(5)					
Structure & Organization	(10)					
Originality	(15)					
Technical Merit	(10)					
Analytical Merit	(10)					
Delivery	(15)					
Visual Aids	(15)					
Other Considerations	(5)					
TOTAL	(100)					

Comments: Provide a brief evaluation of your impressions of each presentation. Comments will be used to break ties.

|

APPENDIX F: Position and Policy Statements of AFS (Published in *Fisheries* magazine and/or on AFS website)

North American Fisheries Policy

Approved March 1973, Washington, DC

AFS Overview Policy on Man-Induced Ecological Problems

Approved September 1981, Albuquerque, NM

Published Mar-Apr 1979, 4(2):46

Nonpoint Source Pollution

Approved September 1981, Albuquerque, NM

Published Mar-Apr 1979, 4(2):50

Sedimentation

Approved September 1981, Albuquerque, NM

Published Mar-Apr 1979, 4(2):52

Cumulative Effects of Small Modifications to Habitat (Revised)

Approved August 1990, Pittsburgh, PA

Published Jan-Feb 1991, 16(1):12-14, 16-17

Approved September 1981, Albuquerque, NM

Published Mar-Apr 1979, 4(2):54

Effects of Toxic Substances in Surface Waters

Approved September 1981, Albuquerque, NM

Published Jul-Aug 1979, 4(4):16

Acidic Precipitation

Approved September 1981, Albuquerque, NM

Published Nov-Dec 1980, 5(6):2

Coping with Point Source Discharges

Approved September 1981, Albuquerque, NM

Published Nov-Dec 1980, 5(6):3

Effects of Altered Stream Flows on Fishery Resources (Revised)

Approved September 1989, Anchorage, AK

Published May-Jun 1990, 15(3):18-20

Approved September 1981, Albuquerque, NM

Published Mar-Apr 1982, 7(2):20-22

Protection of Threatened and Endangered Aquatic Species

Approved September 1982, Hilton Head, SC

Beverage Container Legislation

Approved March 1985, Lake Ozark, MO
Published May-Jun 1984, 9(3):9-11

Construction and Operation of Oil and Gas Pipelines

Approved March 1985, Lake Ozark, MO
Published May-Jun 1984, 9(3):6-8

Effects of Surface Mining on Aquatic Resources in North America (Revised)

Approved September 1988, Toronto, ON
Published Nov-Dec 1988, 13(6):19-22
Approved September 1985, Sun Valley, ID
Published Nov-Dec 1983, 8(6):2-4

Strategies for Stream Riparian Management

Approved March 1986, Boston, MA
Published Jul-Aug 1985, 10(4):20-21

Introductions of Aquatic Species

Approved September 1986, Boston, MA
Published Mar-Apr 1986, 11(2):39-42

Guidelines for Use of Fishes in field Research

Approved September 1987, Winston-Salem, NC
Published Mar-Apr 1988, 13(2):16-23

Tidal Power Development and Estuaries and Marine Environments

Approved September 1987, Winston-Salem, NC
Published Jul-Aug 1988, 11(4):36-39

Marine Wilderness

Approved September 1988, Toronto, ON
Published Sep-Oct 1989, 14(5):22-24

Guidelines for Introduction of Threatened and Endangered Fishes

Approved September 1989, Anchorage, AK
Published Sep-Oct 1988, 13(5):5-11

Marine Plastic Debris

Approved August 1990, Pittsburgh, PA
Published May-Jun 1990, 15(3):16-17

Transgenic Fishes

Approved August 1990, Pittsburgh, PA
Published Jul-Aug 1990, 15(4):2-5

Commercial Aquaculture

Approved August 1990, Pittsburgh, PA

Published Jan-Feb1991, 16(1):12

Effects of Livestock Grazing on Riparian Stream Ecosystems

Approved August 1990, Pittsburgh, PA

Published Jan-Feb 1991, 16(1):7-11

Ballast Water Introductions

Approved August 1990, Pittsburgh, PA

Published Jan-Feb 1991, 16(1):4-6

Hydropower Development

Approved September 1991, San Antonio, TX

Published Jan-Feb 1992, 17(1):30-32

Bycatch Reduction Devices as a Conservation Measure

Approved September 1991, San Antonio, TX

Published Jan-Feb 1992, 17(1):28-29

Conservation of Imperiled Species and Reauthorization of the Endangered Species Act of 1973

Approved August 1993, Portland, OR

Published Jan 1994, 19(1):26-29

Special Fishing Regulations for Managing Freshwater Sport Fisheries

Approved Aug 1995, Tampa, FL

Published Dec 1995, 20(12):32-34

Biodiversity

Approved Aug 1998, Dearborn, MI

Published April 1996, 22(1):22-29

Responsible Use of Fish and Other Aquatic Organisms

Approved Aug 1990, Pittsburgh, PA

Published Jul-Aug 1990, 15(4):2-5

Marine Stocks At Risk: Summary

Marine Stocks At Risk: Protection of Marine Stocks at Risk of Extinction

Approved 1 February 2000

Published Mar 2000, 25(3):6-8

Marine Stocks At Risk: Management of Sharks and Their Relatives (Elasmobranchii)

Approved 1 February 2000

Published Mar 2000, 25(3):9-13

Marine Stocks At Risk: Long-lived Reef Fishes:

The Grouper-Snapper Complex

Approved 1 February 2000
Published Mar 2000, 25(3):14-20
Marine Stocks At Risk: Management of Pacific Rockfish
Approved 1 February 2000
Published Mar 2000, 25(3):22-29

Dam Removal

Approved 24 August 2004
Posted on AFS website (www.fisheries.org) under the heading “Stewardship & Public Policy”

APPENDIX G: Lobbying Information and Guidelines

General Information regarding Lobbying (from the Parent Society Procedural Manual):

The Internal Revenue Service (IRS) has granted AFS the tax-exempt status of a public non-profit 501 c (3) organization. AS a result there are certain guidelines we must all follow. We may provide expert testimony in administrative and legislative hearings; write letters, make telephone calls and visits to our legislators on issues where we can provide science-based information; we can share our information with the public at large and urge that action is taken; and we can lobby for sound fisheries legislation. The one thing we can never do **UNDER ANY CIRCUMSTANCES** is involve AFS in partisan political campaigns. This means neither AFS as a whole, nor one of its subunits, nor a member using their AFS affiliation can endorse a political candidate.

AFS has elected to declare its lobbying expenditures each year when filing its income tax form. With a budget of two million dollars this means the Society can spend a total of \$250,000 on lobbying, of which \$62,500 can be grassroots lobbying. This generous lobbying limit is way beyond any expenditure to be anticipated in the foreseeable future. The limit is high because the **IRS expects public non-profit organizations like AFS to speak out on topics where they have expertise and strong commitment.** For anyone seeking further information about lobbying regulations, a good reference is, Being a Player – A guide to the IRS Lobbying Regulations for Advocacy Charities by Gail M. Harmon et. Al., which is available for \$15 from the Advocacy Forum, 1601 Connecticut Avenue NW, Suite 600, Washington DC 20009.

Much of what might be considered lobbying is not considered lobbying under the August 31, 1990, U.S. Internal Revenue Service Regulations. Thus, much of what has been considered lobbying in the past is now considered just information sharing. For example:

- Urging Congress to develop legislation to better manage large inter-jurisdictional rivers is not lobbying.....(urging a single Congressional representative to support HR 1234 – any specific legislation is lobbying.
- Generally, communicating with a judicial executive, or administrative body is not considered lobbying.

Direct lobbying and grassroots lobbying are both permitted, but they have different financial limits. Direct lobbying occurs anytime AFS petitions a legislator for action. Grassroots lobbying occurs when an AFS member asks nonmembers to contact their legislators.

Be sure that whichever avenue is followed the concurrence of the appropriate subunit is obtained. Notification of related subunits and AFS Headquarters of the planned lobbying actions will make coordination much easier. Ideally, AFS would lobby on issues where the Society has

developed policies, position statements, and resolutions, but because of time constraints that is not always possible. As long as you proceed in a professional manner with science-based information your views will be helpful to your audience.

Each subunit President or their designee is requested to provide the Society's Executive Director with a copy of lobbying materials and an estimate of the costs incurred during the past calendar year by January 30th of each year. When in doubt as to whether a project is lobbying or not, the project should be forwarded to AFS Headquarters. Then the AFS staff, in consultation with the AFS tax advisor, can make the determination of the project's status.

MCAFS Lobbying Activities

According to AFS guidelines, most of what the Chapter has been calling lobbying is not considered lobbying. In the AFS examples above, providing testimony at legislative hearings is not lobbying. Individually contacting a legislator to influence his/her vote is lobbying. Most of the Chapter's activities to date have been in providing testimony at hearings with little or no individual contact with legislators. However, when the Chapter's phone or e-mail tree is activated, Chapter members individually contact legislators to lobby for a position on bills of interest to the Chapter.

MCAFS uses the 501 c (3) status of the Parent Society. Therefore, the lobbying expenditures of the Chapter are included in the lobbying budget of the Parent Society and not the Chapter budget. Although the Chapter spends its own funds, the expenditures must be reported to AFS headquarters, so it can be deducted from the AFS budget. Since the Chapter's expenditures for lobbying in the past has been \$500 or less (most of which would not be considered lobbying), AFS should not have a problem with this expenditure. If the Chapter decides to increase this expenditure to become more active in the legislative process, the Chapter should notify AFS for authority to spend the new amount.

E-MAIL/PHONE TREE

The Chapter may implement an e-mail/phone tree during the legislative session, as needed, to lobby individual legislators on the Chapter's position on bills. The Legislative Chair or the President, acting for the EXCOM, activates the trees. In the case of non-internet chapter members, the chair contacts a member in a major population center to request that they serve as the chair's local contact to start the phone tree. The local member is then responsible for making phone calls to members in his/her area who are not connected to the internet. Each member thus contacted calls the appropriate legislator(s) to express the chapter's view.

The Chapter Secretary/Treasurer maintains a computer listing of Chapter members. The president, or the chair, may electronically send an email to all chapter members notifying them of the Chapter's stance on a particular bill. The members are then asked to contact the appropriate legislator(s). An announcement, or copy of the e-mail, should also be posted on the Chapter's web page.

APPENDIX H: AMERICAN FISHERIES SOCIETY BYLAWS Of The UNIVERSITY OF MONTANA STUDENT SUBUNIT

Section 1. NAME AND OBJECTIVES

(a). The name of this organization shall be the University of Montana Student Subunit of the American Fisheries Society, hereinafter referred to as the Student Subunit.

(b). The objectives of the Student Subunit shall be those of the American Fisheries Society as set forth in Article I of the Constitution, and especially, to encourage the exchange of regional fisheries and other technical information among members of the Society who belong to this Student Subunit.

(c). All activities of this subunit shall conform to the Society's Constitution, Bylaws, Rules, and policies.

Section 2. MEMBERSHIP

The membership of the Student Subunit shall be composed of students who have an interest in fisheries and related issues important to the University of Montana.

Section 3. MEETINGS

The Student Subunit shall hold at least one meeting annually at a time and place designated by its Executive Committee.

Section 4. OFFICERS

(a). Among its elected officers, a subunit must have at least a President, a President-elect, and a Secretary/Treasurer whose duties must be defined in the Subunit's bylaws. Only active members of the Parent Society can hold a Subunit office.

(b). Officers shall be elected at the annual meeting of the Student Subunit or by mail ballot received by members at least 30 days prior to the annual meeting; however, terms of newly elected officers shall coincide with those of the Parent Society officers. Officers shall serve for one year; however, the Secretary/Treasurer may serve more than one term. If an office is vacated, the Executive Committee shall appoint a qualified replacement to fill the remainder of the term.

Section 5. DUTIES OF OFFICERS

(a). The President of the Student Subunit shall preside at all meetings, chair the Executive

Committee, and make appointments.

(b). The Vice-President shall chair the Program Committee and assume the duties of the President if the latter is unable to act.

(c). The Secretary/Treasurer shall keep the official records of the Student Subunit, submit minutes of the meetings to the Society's Executive Director and the Chapter's Secretary/Treasurer within 30 days after each meeting, disburse funds as authorized by the Executive Committee or the membership, submit a record of receipts and disbursements at the annual Student Subunit meeting, and discharge other duties as requested by appropriate Society officers.

Section 6. EXECUTIVE COMMITTEE

The Executive Committee of the Student Subunit shall consist of elected officers, and other members as may be appointed by the President. The Executive Committee is authorized to act on behalf of the Student Subunit between annual meetings. A majority of voting Executive Committee members constitutes a quorum.

Section 7. STUDENT SUBUNIT COMMITTEES

Committees and Chairs of committees, except as listed in Sections 5 & 6 of these Bylaws, shall be appointed and charged by the President. Except for Standing Committees, these Student Subunit committees shall cease to function upon the discharge of the duties for which they were appointed or with the end of the term of the appointing officer.

Section 8. VOTING AND QUORUM

(a). All decisions at meetings are decided by a simple majority vote of the membership, except for bylaw revisions.

(b). A quorum at any meeting for transaction of official business shall be one-third of the Student Subunit membership, except that members present may approve a lesser number for a given meeting, if circumstances dictate.

(c). Only active members of the Parent Society may hold a Subunit office, chair a Subunit committee, or vote on Subunit affairs.

(d). Unless otherwise specified in these Bylaws or the Constitution of the Society, meetings are conducted according to the latest edition of Robert's Rules of Order.

Section 9. DUES AND FEES

The Executive Committee can establish annual Student Subunit dues subject to approval of the members voting at the annual meeting. The Executive Committee may assess registration fees for annual meetings of the Student Subunit.

Section 10. AMENDMENT OF BYLAWS

(a). The Bylaws of the Student Subunit may be amended by a two-thirds majority approval of those members voting, provided that notice of the proposed change(s) be given to the membership at least 30 days prior to a meeting. If voting is by mail ballot, members must be given at least 30 days to return their ballots.

(b). Following approval by Student Subunit membership, bylaw amendments must be submitted to the State Chapter's President and the Society's Executive Director within 45 days of the approval of the amendment.

APPENDIX I: Bylaws of the Montana State University Student Subunit, Montana Chapter of the American Fisheries Society

Section 1. NAME AND OBJECTIVES

(a) The name of this organization shall be the Montana State University Student Subunit of the American Fisheries Society, herein referred to as MSUAFS. The MSUAFS operates under the auspices of the Montana Chapter of the American Fisheries Society.

(b) The objectives of MSUAFS shall be those of the American Fisheries Society (AFS) as set forth in Article I of the Constitution, and especially, to encourage the exchange of regional fisheries information among students and Chapter members as well as encourage student involvement in the Chapter, Western Division, and Society.

(c) All activities of this subunit shall conform to the Society's Constitution, Rules, and Procedures.

Section 2. MEMBERSHIP

(a) The membership of MSUAFS shall be composed of those Montana State University (MSU) students and alumni who are active members of the Montana Chapter of AFS.

Section 3. MEETINGS

(a) The MSUAFS shall hold at least one meeting annually at a time and place designated by its Executive Committee.

Section 4. OFFICERS

(a) The officers of the Subunit shall consist of, at least, a President, a Vice President, and a Secretary-Treasurer, although the latter position may be split between two people, if desired.

(b) Officers shall be elected in the Spring Semester no later than two weeks after the annual Montana Chapter meeting or by mail ballot received by members at least 30 days prior to the election. Officers may serve more than one term. If an office is vacated, the Executive Committee shall appoint a qualified replacement to fill the remainder of the term.

Section 5. DUTIES OF OFFICERS

(a) The President of MSUAFS shall preside at all meetings, chair the Executive Committee, serve as a non-voting member on the Montana Chapter's Executive Committee, make appointments and perform other duties and functions as authorized by the MSUAFS Executive Committee.

(b) The Vice-President shall assume the duties of the President if the latter is unable to act.

(c) The Secretary shall keep the official meeting records, submit minutes of meetings to the

membership and discharge other duties as requested by appropriate Society officers.

(d) The Treasurer shall keep the official financial records, disburse funds as authorized by the Executive Committee or the membership, submit a record of receipts and disbursements at meetings and discharge other duties as requested by appropriate Society officers.

Section 6. EXECUTIVE COMMITTEE

The Executive Committee (EXCOM) of MSUAFS shall consist of elected officers, a faculty advisor and other members as may be appointed and charged by the President in consultation with the faculty advisor. The executive committee is authorized to act on behalf of MSUAFS between meetings.

Section 7. SUBUNIT COMMITTEES

Committees and Chairpersons of committees, except as listed in Section 5 and 6 of these bylaws, shall be appointed and charged by the President. Except for Standing Committees, these committees shall cease to function upon the discharge of the duties for which they were appointed.

Section 8. VOTING AND QUORUM

(a) All decisions at meetings are decided by a simple majority vote, except for bylaw revisions.

(b) Unless otherwise specified in these bylaws or the Constitution of the Society, meetings are conducted according to the latest edition of Robert's Rules of Order.

Section 9. DUES AND FEES

The Executive Committee shall establish annual dues subject to approval of the members voting at the annual meeting. The Executive Committee may assess registration fees for annual meetings or events.

Section 10. AMENDMENT OF BYLAWS

The Bylaws of MSUAFS may be amended by a two-thirds majority approval of those members voting. If voting is by mail ballot, members must be given at least 30 days to return their ballots.

APPENDIX J: RESOURCE ACTION FUND INFORMATION

Revised 7/07

Montana Chapter of the American Fisheries Society
Resource Action Fund Grant Request

The ExCom will review funding requests for the MCAFS Resource Action Fund. For more details please see the MCAFS web page at www.fisheries.org/AFSmontana, or contact an ExCom member.

Deadlines for applications:

January 15, for voting during the annual meeting (note: **requests for more than \$2000 must be** presented to the membership at the annual meeting) and

June 15, for decisions at the EXCOM summer meeting.

I. APPLICANT INFORMATION

- a. Applicant Name _____
Mailing Address _____
City or Town _____ State _____ Zip _____
Telephone _____
- b. Contact person if different than above _____
Address if different than applicant _____

Telephone if different than applicant _____

II. PROJECT INFORMATION (attach additional pages as needed)

- a. Project Title _____
- b. Purpose of Project (goals and objectives) _____
- c. Brief Project Description (What will this RAF Funding be used for? Personnel? Supplies? Etc, be specific)

- d. Project Starting Date _____
- e. Project Completion Date _____

III. PROJECT BUDGET

- a. RAF Grant Request (dollars) _____

Does this project make any commitment of MCAFS funds beyond the current funding request?

Have you received previous RAF grants for this project?

If so, when and what is the total funding received to date from MAFS?

b. Contribution from Other Sources _____

c. Total Project Cost _____

d. Have Other Funding Sources Been Secured? _____

e. Names and Amounts of Other Funding Sources _____

f. Is MCAFS the Only Source of Funding for this Project? _____

Why or Why not? _____

IV. PROJECT BENEFITS (attach additional pages as needed)

a. Benefits to Native Species

b. Short Term and or Long Term Benefits to the Fisheries Resource

How does this project relate to ongoing and previous work in the area?

c. Does this Project Have the Support of an Appropriate MCAFS Committee? _____

If so, which Committee? _____

Has this project been coordinated with appropriate local agencies? _____

If so who are your contacts? _____

MCAFS Resource Action Fund Grant Request
RANKING CRITERIA

Indicate: RAF or Research RAF

BENEFITS TO THE FISHERIES RESOURCE (25 point maximum).

1. Project benefits native species and/or emphasizes species of special concern.

Greatly 10 pts.
Moderately 5 pts.
No benefit 0 pts.

Points_____

2. Project provides short-term benefits to fisheries resources.

Greatly 5 pts.
Moderately 2.5 pts.
No benefit 0 pts.

Points_____

3. Project provides long-term benefits to fisheries resource.

Greatly 10 pts.
Moderately 5 pts.
No benefits 0 pts.

Points_____

SUPPORT OF AN APPROPRIATE MCAFS COMMITTEE (10 Pts. maximum) (Not required for a Research RAF)

1. Strong support 10 pts.
2. Moderate support 5 pts.
3. No support 0 pts.

EXPECTED BENEFITS RELATIVE TO COST (15 pts. maximum) (not required for Research RAF)

1. Project benefits very high relative to cost 15 pts.
2. Project benefits high relative to cost 10 pts.
3. Project benefits about equal to costs 5 pts.
4. Project cost exceeds benefits (project becomes ineligible for funding).

Points_____

COST SHARING (10 point maximum)

Percent of the project that will be funded from other revenue sources.

1. 50% or greater 10 pts
2. 25-49% 7pts.
3. Up to 24% 3 pts.
4. No cost share 0 pts.

Points_____

TOTAL SCORE:_____

APPENDIX K: MONTANA CHATER AFS RESOURCE ACTION FUND EXPENDITURE SUMMARY

YEAR	PROJECT INFORMATION	COST
1990	Arctic grayling project	\$2,400
	Fishes of MT slide show	\$1,000
	Forest practices report	\$2,000
	Fishes of special concern poster	\$1,305
	Total for 1990	\$6,705
1991	Arctic grayling recovery (\$1K per year for 5 yrs)	\$5,000
	Coldwater poster info packets	\$1,000
	Total for 1991	\$6,000
1992	Missouri River water reservation	\$5,500
	Instream flow brochure	\$ 250
	Exxon Valdez film	\$ 500
	Total for 1992	\$6,250
1993	No records found for 1993	
1994	Bull trout Task Force	\$ 500
	Total for 1994	\$ 500
1995	No records found for 1995	
1996	Arctic grayling recovery	\$5,000
	Rock Creek Trust	\$ 500
	“Know Your Watershed”	\$ 100
	Public Outreach Scholarship	\$ 150
	Cutthroat trout interpretive display	\$1,500
	Total for 1996	\$7,250
1997	Arctic grayling recovery	\$5,000
	CJD Brown Scholarship	Defaulted
	Westslope cutthroat genetic analysis	\$ 500
	Hughes Creek restoration	\$5,000
	May Club newsletter	\$1,000
	Bull trout story	\$1,000
	Grave Creek mitigation	\$5,000
	Total for 1997	\$17,500
1998	Fish ID boards	\$2,000
	Arctic grayling recovery	\$5,000
	Whirling disease brochure	\$1,000
	Total for 1998	\$8,000
1999	Warmwater fish interpretive display	\$ 750
	Willson Creek fish barrier	\$ 500
	Species of Special Concern poster	\$4,420

YEAR	PROJECT INFORMATION	COST
	Rock Creek Trust	\$1,000
	Total for 1999	\$6,670
2000	Idaho Chapter AFS westslope cutthroat symposium	\$ 300
	Total for 2000	\$ 300
2001	Good Creek westslope cutthroat trout restoration	\$3,000
	Arctic grayling recovery program	\$3,000
	Native fish promotion project – WCT t-shirts & postcards	\$ 500
	West Fork Willson Creek fish barrier	\$5,041
	Total for 2001	\$11,541
2002	Elk Creek watershed tour	\$ 500
	Miles City fish hatchery – pallid sturgeon	\$2,000
	Cutthroat trout documentary video	\$2,000
	Anglers against weeds program (\$1,000)	Defaulted
	Upper Madison westslope cutthroat reclamation program	\$5,000
	Sheppard Creek westslope cutthroat restoration	\$3,000
	Native fish brochures	\$1,000
	Yaak headwaters restoration partnership project	\$2,000
	Intermountain Journal of Science, Henry’s Fork special issue	\$ 400
	Total for 2002	\$15,900
2003	Research project: “Edge effect: structural heterogeneity, spatial refugia, and food web dynamics in lateral flood plain areas”	\$1,200
	“Anglers Against Weeds” facilitator program	\$1,000
	South Fork Judith River fish barrier	\$1,500
	Sun Ranch westslope cutthroat trout broodstock program	\$3,000
	Recording oral history of retiring MCAFS members	\$ 400
	Yellowstone River fish movement study (\$2,000 approved but later withdrawn due to procurement of alternate funding)	
	Total for 2003	\$7,100
2004	Yaak headwaters restoration partnership project	\$2,000
	Sun Ranch westslope cutthroat trout broodstock program	\$2,000
	Rock Creek (Blackfoot)tributary riparian restoration project	\$2,000
	Transboundary Flathead coalbed methane project	\$2,000
	Callahan Creek restoration project & headwater restoration partnership project	\$2,000
	Otie Reservoir Yellowstone cutthroat trout restoration	\$1,750
	Total for 2004	\$11,750
2005	Sun Ranch westslope cutthroat trout broodstock program	\$2,000
	AFS Hutton student intern support (\$3,000 approved but not utilized as of Oct 2005)	
	Total for 2005	\$2,000
2006	Species of Special Concern Posters	\$1,975

YEAR	PROJECT INFORMATION	COST
	Judith River Barrier, Montana Department of Fish, Wildlife and Parks	\$1,500
	Arctic Grayling Recovery, Fish Passage	\$2,000
	Yaak Valley Forest Council	\$2,000
	National Parks Conservation Association	\$5,000
	Total for 2006	\$12,475
2007	Pearl Dace – Montana Natural Heritage	\$2,000
	Shields River Data Management – Trout Unlimited	\$5,000
	Westslope Cutthroat – Sun River Ranch, Drake and Associates	\$2,000
	AFS Hutton Program for Montana Mentors and Students	\$2,000
	Total for 2007	\$11,000
	GRAND TOTAL	\$130,941

APPENDIX L: Wally McClure Scholarship Information

DESCRIPTION

Our Chapter lost an outstanding member and friend, Wally McClure, in 2003. Wally was an incredible advocate and leader for conservation and wise management of aquatic resources in Montana. He served as a co-chair for the Species of Special Concern Committee and the Land Use Committee. In an effort to continue his legacy and promote educational opportunities for fisheries students in Montana, the Montana Chapter AFS established an annual scholarship for graduate and undergraduate fisheries students in Montana.

Wally McClure Student Fisheries Scholarships shall be awarded to a student pursuing an undergraduate degree and a student pursuing a graduate degree in aquatic natural resources from a University/College in Montana. Graduate projects should be focused on native fisheries conservation, management, and habitat restoration. This document establishes the annual undergraduate and graduate student awards in fisheries and sets forth the conditions under which it shall be dispersed.

Purpose: To recognize and promote academic and professional excellence in the field of fisheries science and especially native fish conservation and management, and habitat restoration.

Funding: Funds shall be provided by the Montana Chapter of the American Fisheries Society (MCAFS) and administered by members of the Chapters' Executive Committee.

Amount of award: The award shall equal \$500 per scholarship per year and will be presented via check directly to the students.

Date of award: The award will be made at the annual meeting of the MCAFS beginning in February 2008. Please submit applications no later than January 1, 2008 to Darin Watschke (dwatschke@fs.fed.us).

Eligibility: A student recipient must meet the following criteria:

1. Full-time enrollment as an undergraduate or graduate student in Fish and Wildlife Management with an emphasis in aquatic natural resources at a University/College in Montana.
2. Graduate research projects or research interests (undergraduate candidates) shall focus on the conservation or management of native fish and/or aquatic habitat restoration.

Selection: The student recipient shall be selected by members of the MCAFS Excom and an Ad-Hoc Committee Chair.

Criteria for selection shall include:

1. Demonstrated interest and commitment to native fisheries, especially native fish conservation, management, and aquatic habitat restoration. Interest and commitment will be evaluated primarily by the applicability of the applicant's research project (graduate candidates), career goals in fisheries science, employment experience, and participation in AFS.
2. Academic merit, including GPA and course selection.
3. Financial need, particularly with regards to how the award stipend will be used to further the conservation needs of Montana native fish.
4. Reference from major professor(s) and/or project advisors.

APPLICATION

Use this form to apply for the *Wally McClure Fisheries Scholarship* to be awarded at the 2008 annual meeting of the Montana Chapter of the American Fisheries Society. Additional information regarding the *Wally McClure Fisheries Scholarship* can be found at www.fisheries.org/AFSmontana/.

Please complete the form and send 5 copies to:

Darin Watschke
Fisheries Biologist
Custer National Forest
1310 Main Street
Billings, MT 59105

or email electronic copies to: (dwatschke@fs.fed.us)

Completed applications must be received no later than January 1, 2008. Limit answers to the word limit provided. Additional information will not be considered.

For Undergraduates: All undergraduate candidates shall answer question 2 in regard to graduate research interests. However, undergraduate research projects may also be included.

Part 1. To be completed by the applicant.

Name of applicant:

Address:

Phone number:

Email:

Current University/College attending:

Current Status: B.S./B.A. anticipated:
 M.S., year started:
 Ph.D., year started:

Grade Point Average: _____ B.S. _____ M.S. _____ Ph.D.

1. AFS Involvement

- a. Are you an AFS member: _____Yes_____No
- b. To which AFS Units (e.g. Chapters, Sections) do you belong and at what level (e.g., president, committee chair, member)?
- c. Describe your professionalism and leadership qualities that you believe help make you stand out as a candidate for the Wally McClure Fisheries Scholarship (100 word limit). For example, describe your involvement in professional society activities (presentations, publications, memberships, committees, reviews, symposia, awards, outreach activities etc.).

2. Describe your research project (graduate candidates) or research interests (undergraduate candidates) and how it/they relate to native fish conservation and management and/or aquatic habitat restoration (200 word limit).

3. Briefly describe your professional goals in the aquatic natural resource field (100 word limit).

4. Briefly describe your financial need, particularly with regards to how the award stipend will be used to further the conservation needs of Montana native fish or to improve aquatic habitat (100 word limit).

Applicant signature: _____ Date:

Part II. To be completed by the applicant’s major professor(s) and/or project advisor(s).

Applicant name:

Name of advisor:

Address:

Phone Number:

Email:

- 1. Please describe the applicants’ career potential in the aquatic natural resource field, and involvement in professional societies such as AFS (200 word limit).
- 2. Describe how the applicant’s research project (graduate candidates) or research interests (undergraduate candidates) will benefit native fisheries resources in Montana (200 word limit).

APPENDIX M: GUIDELINES FOR “TAG, YOU’RE IT” ARTICLES

- 1) “Tag, You’re It” (TYI) is an opportunity for fisheries professionals to express ideas or anecdotes to entertain others and/or to explore issues.
- 2) TYI takes good advantage of internet communication and provides an excellent opportunity for members to get to know one another better.
- 3) TYI submissions will be posted on the Montana Chapter American Fisheries Society website.
- 4) TYI articles should be produced every 3-4 months and coordinated with issuance of Chapter newsletters.
- 5) TYI articles may only be submitted by current members of the Montana Chapter. Authors will check with the Membership Committee Chairperson prior to “tagging” to ensure the selected person is a member in good standing.
- 6) Articles must be first submitted to the Newsletter Editor, for review. The Newsletter Editor will edit as appropriate, in consultation with the author.
- 7) Following review by the Newsletter Editor, articles will be submitted to the Chapter President for review and approval. If the President has questions about the appropriateness of the article, he/she will discuss with the ExCom and decide whether the article should be posted or revised prior to posting.
- 8) Following approval, the President will authorize the Chapter webmaster to post the article.
- 9) To promote diverse representation of the membership, authors must “Tag” a Chapter member who is not employed by the same agency/group, unless there is a compelling reason to do otherwise.

APPENDIX N: Considerations for Hosting Western Division AFS Meeting

The Montana Chapter of AFS was asked to host the Western Division AFS Meeting in 2006. As a result of that experience, we, the EXCOM, would like to pass on some considerations if the Chapter is asked to host again. Our fairly rural state poses some issues for hosting such a large event. We were able to make some money for the chapter, but it comes with a different cost and a team effort that has to be acknowledged and agreed to.

Recommendations:

1. Have the meeting in the areas that could accommodate the numbers expected. Currently in Montana – that limits you to Bozeman, Missoula and Billings.
2. If you use the university campuses – you will be limited to having the meeting during spring break or after school is adjourned for the summer (i.e. field season for biologists). A summer meeting also shortens the planning period between the meeting and our usual February meeting time.
3. Negotiate with the Western Division on roles and responsibilities. Make it clear the MCAFS expects more assistance from the Western Division than we received.
 - a. The Roles of each entity on *fundraising (who does it and what is the split of proceeds?).
 - b. The Roles of each entity and for the *agenda (who will be the responsible party for setting and coordinating the agenda focus and logistics?).
 - c. Make a lower price for Montana members to attend part of the negotiations, since we are the hosting unit and it may encourage more of our own membership to attend.
 - d. We should have some sort of monetary goal or expectation. In 2006, we made a lot of money because we were frugal in our budget, which is good, but it is not usually the focus of our chapter meeting. If we want to have one in the future the goal of it may be a fundraiser, but there is no guarantee the Chapter would make any money.
4. Form a committee to help in decision making and tasks. Involve your student subunits.

Concerns:

1. We found that our local AFS membership attendance dropped due to field season and the cost of the meeting. Montana Chapter members are not as likely to attend the Western Division Meetings and since you can not plan 2 meetings in one year – the Montana Chapter focus “skips” a year while the Western Division issues are the focus.
 - a. Remember the Chapter will still need to conduct their annual business during the Western Division meeting and getting a quorum may be difficult (It was

for us in 2006.

- b. If you want to host a WD meeting, promote the regional aspect of it and the opportunity it presents for MCAFS members for exposure to research and fisheries issues outside of Montana.
2. The commitment to host this meeting is made 3 years prior to hosting. That is a completely different EXCOM than who will actually plan and implement the meeting. If you commit make sure your cohort knows what they will be responsible for. Also, other chapters (like Oregon) have their EXCOM in place and an infrastructure in place for longer-term meeting planning. Hosting a WD meeting would benefit that. Currently our president elect has less than 1 year to plan the annual meeting (as opposed to Oregon, for example, where their meeting locations are scheduled a few years in advance).
3. Since this replaces our chapter meeting for the year, it created problems with our membership database- normally we update our membership information and people plan on paying annual AFS dues at the chapter meeting. In lieu of a regular chapter meeting with good chapter attendance, we really fell behind with membership.