

**DRAFT**

**Procedural Manual**  
**of the**  
**Student Subsection**  
**of the**  
**American Fisheries Society**

**May 2008**

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## **Objectives**

The Student Subsection (Subsection) of the American Fisheries Society (AFS) has the following primary objectives:

- 1) To provide an organized forum for the discussion of issues and ideas among students and the Society
- 2) To improve communication among fishery students, and to promote Society activity at the student level
- 3) To increase representation of student membership in the Society

The Subsection is governed by its own Bylaws and this procedural manual.

## **Structure**

The Subsection is composed of student members of AFS who elect three officers (President, President-Elect, and Secretary-Treasurer) and a Representative from each of the five Divisions of the AFS. The Past-President of the Subsection is not an elected office but has responsibilities to the Subsection. The Executive Committee (EXCOM) of the Subsection consists of the elected officers, the division representatives, the Past-President, and other members as appointed by the president in consultation with the EXCOM. The EXCOM may act on behalf of the subsection between annual meetings.

Officers of the Subsection serve for one year, or until successors are duly elected. Candidates for office will be nominated by themselves or a fellow Subsection member. Officers shall be elected by a majority of returned mail or electronic ballots.

The Subsection holds at least one business meeting during the annual meeting of the AFS. A quorum is required for official business, except for bylaw revisions, and shall be at least 15 members of the Subsection.

## **Duties of Officers**

### **President**

The President is responsible for carrying out the objectives of the Subsection. The President has responsibility for leadership and communication within the Subsection, as well as interaction with the Education Section of the AFS. The President serves as chair of EXCOM and presides at the business meetings of the Subsection. If the President is

unable to serve during the annual business meeting of the Subsection, the President-Elect shall perform the duties of the President. Further, the President is responsible for planning the student colloquium held during the annual meeting and serves as the editor for the “Students’ Angle” in *Fisheries* magazine. Finally, the President shall serve as a non-voting member of the Governing Board of the Parent Society and shall attend the mid-year and the annual Governing Board meetings during their term. If the President cannot attend these meetings, he/she is authorized to designate a representative from the Subsection membership, preferably from among the members of the Subsection EXCOM.

#### Conducting the annual Subsection business meeting:

The President is responsible for developing the agenda and conducting the annual business meetings of the Subsection held in conjunction with the annual meeting of the AFS. An outline for a typical Subsection business meeting is as follows:

- I. Call to order
- II. Determination of quorum (at least 15 members of the Subsection)
- III. Distribute minutes from previous business meeting
- IV. Treasurer’s report
- V. President’s comments/Old business
  - a. Introduce candidates for office
- VI. New business
- VII. Other business
- VIII. Adjournment

#### Planning the annual Subsection business meeting:

1. The President of the Subsection should confer with the President of the Education Section to decide on a time and day appropriate for the Subsection meeting.
2. After the time and day has been chosen, the President will inform the officers, committee chairs, and members of the Subsection.
3. The President will prepare a draft agenda and circulate the agenda to the Subsection’s EXCOM for potential revision.
4. The President should make certain that members of the Education Section are welcome to attend the Subsection annual business meeting.
5. After revisions have been made to the agenda, the President should distribute it to those responsible for conducting parts of the meeting and ensure that copies are available to attendees.

6. Prior to the annual meeting, the President shall contact the President of the Education Section to ensure that all is well with the scheduling of the meeting.
7. The President shall have the following materials present during the annual meeting: agendas, AFS procedural manuals, Subsection bylaws, minutes of the preceding annual meeting(s), Robert's Rules of Order, writing materials, and Subsection membership lists.
8. The President shall ensure that the Secretary-Treasurer has updated records and reports in hand.
9. On the day of the meeting, before it begins, the President shall:
  - a. Contact everyone expected to participate in the meeting to ensure each is present
  - b. Ensure that the Secretary-Treasurer is present and prepared to record the minutes of the meeting
  - c. Ensure that the Secretary-Treasurer circulates a sign-in sheet for attendees
10. The President shall start the meeting precisely on time.
11. After adjournment, the President shall thank all guests and presenters for their help. If at the end of the term, the President shall hand over necessary items to the new President.

Planning the annual student colloquium:

1. The President shall contact the student representative Planning Committee for the corresponding annual meeting to begin planning for the student colloquium one year prior to the event.
2. The President shall request volunteers for a committee of Subsection members who will be responsible for identifying a colloquium topic and appropriate guest speakers. The committee shall choose a topic and confirm guest speaker appearances no later than six months prior to the annual meeting.
3. The President shall coordinate day, time, room reservations, audio-visual requests, and other such details for the student colloquium with the student representative of the Planning Committee for the annual meeting.
4. At the student colloquium, the President shall introduce all guest speakers and serve as moderator of the session.

5. After the student colloquium, the President shall evaluate the student colloquium via a survey of attendees. In this survey, the President may also solicit potential topics for future student colloquiums. The survey should be distributed within six weeks after the annual meeting commences.

### **President-Elect**

The President-Elect must be prepared to step in for the President at any time and therefore should work closely with the President. Additionally, the President-Elect will oversee the activities of the division representatives.

#### Responsibilities

1. In preparation for becoming President, the President-Elect should make a point of seeking out and listening to the opinions and concerns of the Subsection members, and discussing and formulating with them possible actions that the Subsection could beneficially pursue.
2. At the annual business meeting when the President-Elect accepts the office of the President, the President-Elect needs to be prepared to take over the annual business meeting upon installation.
3. The President-Elect shall serve as second editor of the student page in *Fisheries* magazine.
4. The President-Elect shall communicate with the division representatives on a regular basis and work with representatives on pertinent issues within the Subsection.

### **Past-President**

The Past-President will serve as a consultant to the President and President-Elect. Additionally, the Past-President will chair the Nominating Committee.

#### Responsibilities

1. The Past-President should make a point of offering his/her wisdom from their past year as President to the current President and President-Elect.
2. The Past-President shall appoint and chair the Nominating committee.

## **Secretary-Treasurer**

The Secretary-Treasurer maintains the records and Treasury of the Subsection, conducts correspondence on behalf of the Subsection, maintains the student editor expertise database, and serves on the Subsection EXCOM.

### Responsibilities

1. The Secretary-Treasurer prepares and distributes to the Subsection EXCOM and Education Section Newsletter Editor minutes of the annual business meeting. If the Secretary-Treasurer cannot attend a meeting, the person is responsible for insuring that a designate is appointed prior to the meeting to keep the minutes and submit a copy to the Secretary-Treasurer. The minutes should contain a summary of the major points and issues discussed, records of all motions considered and actions taken, decisions reached, and responsibilities assigned to committees and members. The assistance of the President-Elect should be enlisted to help identify Subsection members speaking and moving and seconding motions during the meetings. A draft of the minutes should be submitted to the Subsection officers for review prior to submitting a final version to the Education Section Newsletter Editor.
2. The Secretary-Treasurer acts as bylaws consultant and parliamentarian at the annual business meetings. The person determines if a quorum is present (or 15 members to conduct official business; see bylaws) at the annual business meeting.
3. The Secretary-Treasurer circulates a sign-in roster for attendees at the annual business meeting and retains it in Subsection records.
4. Keeps track of membership numbers and contact information. This is done in cooperation with the Education Section Secretary-Treasurer. Updated information on membership numbers and contact information can be obtained through the Membership Coordinator at the Parent Society head office.
5. Maintains the Treasury in a local bank account.
6. Maintains a record of all financial transactions of the Subsection and submits an annual financial report to the membership at the annual business meeting. All Subsection income must be received and accounted for in a timely and accurate manner and in accordance with AFS and Subsection bylaws. All receipts, transaction records, canceled checks, and bank statements should be organized and archived for easy access.
7. Insures that all expenditures, investments, and disbursements of Subsection funds receive appropriate approvals from Subsection officers.

8. Prepares correspondence as requested by officers of the Subsection.
9. Maintains archives of all Subsection correspondence, activities, minutes, memberships, and finances. These archives should be forwarded to the incoming Secretary-Treasurer.

### **Division Representatives**

Division Representatives are responsible for promoting Subsection membership to the members of their respective divisions and serving on ad-hoc committees as directed by the EXCOM. Division Representatives are elected to serve as liaisons between their respective division and the Subsection.

#### Responsibilities

1. Reports biannually to the EXCOM of the Subsection. These reports should include accomplishments in Subsection-related business to date and challenges faced as a Division Representative. Due dates of the reports will coincide with the AFS mid-year Governing Board meeting and the AFS annual meeting.

### **Committees**

#### **Nominating Committee**

There is only one standing committee of the Subsection, and that is the Nominating Committee. The Past-President shall appoint and chair the Nominating committee. The Nominating Committee shall consist of one to five Subsection members and shall conduct the nominating and voting process for Subsection officers and division representatives.

1. The Nominating Committee shall conduct the annual election by paper ballot during the annual meeting or by electronic ballot to be administered no later than six weeks after the annual meeting.
2. The Nominating Committee shall report the results of the nominating and election process to the President and the Subsection.

#### Nominating and Election Procedures

1. The Nominating Committee will accept nominations from the membership of the Subsection. Committee members should contact their nominees to determine if

they are willing to accept nomination to the office. Members of the committee are not eligible as candidates for office.

2. The Chair will work with the President to have the ballot with the slate of candidates sent to the Subsection membership. A specific deadline for receipt of ballots will be stated in the instructions. The ballot shall include a biographical sketch of each candidate.
3. The Chair will collect the ballots up to the deadline. The Chair will count the ballots and report the results to the President.
4. Votes will be counted by the Chair who determines the top two candidates based on the highest point total. Total point ties for first and second, or second and third positions, go to the candidate with the greatest number of first place votes. If a tie cannot be resolved by this procedure, then a second vote will be required. In this case, only the tied candidates are voted upon. This is a confidential process; committee members may not discuss the individuals on the list or the rankings with anyone other than the committee members.
5. The Chair will submit the results of the voting process to the President as soon as the candidates for office are determined. The President shall review the results with the EXCOM to assure that the voting process has been conducted fairly prior to the announcement of the candidates.
6. The Past-President will make a formal announcement of election results to the Subsection membership.

### **Ad-hoc Committees**

Committees and representatives, except for the Nominating Committee, shall be appointed and charged by the President. Ad-hoc committees shall cease to function upon the discharge of the duties for which they were appointed.

### Duties of Committee Chairs

Committee chairs are appointed by the President of Subsection. The membership of the committee is defined by the President in collaboration with the committee chair.

1. Committee chairs will confer with the President after being appointed to determine the exact charge of the committee.
2. After appointment, the committee chair shall contact all members of the committee to describe the nature of the committee's work and to solicit from members the most efficient and effective way to perform the tasks.

3. The chair shall assign specific tasks to committee members.
4. The chair shall maintain regular contact with committee members.
5. On questions requiring votes, the chair only votes to break ties, or votes with a sealed ballot before the rest of the committee so the chair's vote does not unduly influence the committee.
6. The chair encourages members to confer with colleagues and advisors, from both within and outside the Subsection and the Parent Society, who may be interested in the committee's charge and have experience with similar issues or activities.