

Appendix I

BYLAWS OF THE SOUTHERN DIVISION OF THE AMERICAN FISHERIES SOCIETY

Amended 21 February 2020

ARTICLE I. Name and Objectives.

Pursuant to the Constitution of the American Fisheries Society (hereinafter referred to as the Society) and the Bylaws of the Society, there has been established a Southern Division (hereinafter referred to as the Division) of the American Fisheries Society.

The objectives of the Division shall be those of the Society as set forth in the Constitution of the Society.

ARTICLE II. Membership.

The membership of the Division shall be composed of those Society members in good standing, residing in, or having an interest in the fishery resources and related technical information in Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, West Virginia, Commonwealth of Puerto Rico, Virgin Islands, District of Columbia, and other Caribbean Islands. Members of the Society may elect to transfer into or out of the Division, according to the Society Bylaws, by notifying the Executive Director of the Society in writing.

ARTICLE III. Meetings.

The Division shall meet once annually at a time and place decided upon either by the membership present at the preceding annual meeting, or in default of such a decision by the membership, by the Executive Committee of the Division.

The Division may meet jointly with other organizations whenever it is expedient and advantageous to do so, in which case the meeting is to be officially recognized and clearly publicized as the annual meeting of the Division.

Special meetings may be called by the Division President with the advice and consent of the Executive Committee of the Division.

ARTICLE IV. Officers.

In accordance with the Bylaws of the Society, the officers of the Division shall consist of a President, President-Elect, Vice President, Secretary-Treasurer, Immediate

Past-President, and Student Representative. All nominees for officers shall be members of the Society in good standing and shall have attended an annual meeting in one of the three years preceding their nomination.

The officers shall be elected by ballot prior to the Division annual meeting, shall be installed at the conclusion of that meeting, and shall serve for one year except that the Secretary-Treasurer shall serve for two years. The officers will be ineligible for re-election to the same office within one year following the expiration of their terms. In case of a vacated position, the Executive Committee of the Division shall appoint a qualified replacement to fill an unexpired term.

In the event of a cancellation of the annual meeting, the officers and the members of any committee that have been appointed shall continue to serve until the next regularly scheduled meeting.

No elected officer or appointed committee member of the Division shall receive any salary or other compensation from the Society or Division for services rendered. Clerical and other necessary expenses may be defrayed from funds available to the Division when such disbursements have been authorized at an annual meeting or by the Executive Committee in the interim between meetings.

ARTICLE V. Duties of Officers.

(a.) President. The President of the Division shall preside at all Division business meetings, serve as Chair of the Division Executive Committee, and represent the Division on the Governing Board of the Society (one of two representatives). The President shall appoint chairs of all Divisional Committees, and the Division representative to the Southeastern Association of Fish and Wildlife Agencies. The President shall submit a report of the Division activities at the Society's two Governing Board meetings. If unable to attend a Society Governing Board Meeting, the President may designate the Vice President, Secretary-Treasurer, or Immediate Past-President as proxy by written notice to the Society's Executive Director prior to the meeting. The President proceeds to the office of Immediate Past-President at the end of the term.

(b.) President-Elect. The President-Elect shall assume the duties of the President if the President is absent or unable to act, represent the Division on the Governing Board of the Society (one of two representatives), and conduct other duties assigned by the President. If unable to attend a meeting of the Society Governing Board, the President-Elect may designate the Vice President, Secretary-Treasurer, or Immediate Past-President as an alternate by written notice to the Society's Executive Director prior to the meeting. The President-Elect proceeds to the office of President at the end of the term.

(c.) Vice President. The Vice President shall assume the duties of the President-Elect if the latter is absent or unable to act, perform a review of a Division Technical or Ad Hoc committee, and conduct other duties assigned by the President. The Vice President proceeds to the office of President-Elect at the end of the term.

(d.) Secretary-Treasurer. The Secretary-Treasurer shall keep the official records and archives of the Division, conduct its correspondence, collect and be custodian of any fees or assessments collected under the authority of these Bylaws plus any funds allotted to the Division by the Society, and disburse funds authorized by the Division membership or its Executive Committee. A financial report shall be submitted at the annual Division meeting. Duties requested by the Executive Director of the Society shall be performed and the minutes of the annual meeting shall be submitted to the Executive Director within 60 days following the meeting.

(e.) Immediate Past-President. The Immediate Past-President shall chair the Nominating Committee, serve as a member of the Ballot Committee, and update changes for the Procedure Manual.

(f.) Student Representative to the Executive Committee. The Student Representative to the Executive Committee shall participate in EXCOM meetings/communications, represent student perspectives on issues and concerns about AFS, the Division, and student subunits, serve as a member of the Student Affairs Committee, write a short annual report on duties and accomplishments for the Annual Briefing Book, and contribute articles to the Division newsletter.

ARTICLE VI. Executive Committee.

The Executive Committee of the Division shall consist of the five duly elected officers, a student representative elected by students, and the President of each Chapter within the Division. It is authorized to act for the Division between meetings and to perform other appropriate functions. A quorum for the Executive Committee shall consist of five members, two of whom shall be officers. Telecommunications may substitute for meetings for conduct of business. If unable to participate in a function of the Executive Committee, a Chapter president may select a proxy to represent the Chapter with full voting privileges, providing the substitution is presented in writing to the Secretary-Treasurer prior to convening of the Executive Committee meeting.

ARTICLE VII. Divisional Committees.

The President of the Division is authorized to appoint from members of the Division in good standing such committees as may be necessary for the conduct of the business of the Division. These committees shall include:

(a.) Audit Committee of three (3) which shall audit the accounts of the Secretary-Treasurer and report to the Division at the annual meeting.

(b.) Awards Committee consisting of the Chair and at least three (3) members shall review and recommend to the President candidates who, by their noteworthy and longstanding contributions to fisheries, aquatic sciences, and the Division, shall be considered worthy of the Division's recognition for Outstanding Achievement, candidates

who, by their outstanding contributions of time and energy for special projects or activities in the service of the Division, shall be considered worthy of the Division's recognition for Distinguished Service, candidates who, by their communication of noteworthy contributions to fisheries and aquatic science research and management shall be recognized by the John F. Dequine Award for the best paper, and Division Chapters and student sub-units who, through service to their members, communities and the profession shall be recognized as the Outstanding Chapter and Outstanding Student-Subunit, respectively, at the annual meeting.

(c.) Ballot Committee consisting of the Past-President and two (2) members, not to include other Division officers or members of the Nominating Committee, shall receive voting and report results to Division officers and report at the next annual meeting.

(d.) Nominating Committee consisting of the Past-President and one (1) to two (2) members, shall recommend a slate of candidates for specific offices of the Division, including a Division representative to serve on the Society Nominating Committee.

(e.) Resolutions Committee which may consist of up to five (5) members, which shall draft and recommend to the Division for consideration at its annual meeting such resolutions considered prudent and necessary in the furtherance of the purposes and objectives of the Division. The chair will also serve on the Policy Committee of the Society. The retiring chair shall be responsible for ensuring appropriate and prompt distribution of resolutions following their adoption by the Division.

(f.) Student Affairs Committee composed of the Student Affairs Liaison, the Student Representative to the Executive Committee, and any number of individuals expressing an interest and willingness to promote student involvement in all activities of the Division and identify concerns of students related to Society structure, function, and activities.

(g.) Technical Committees of the Division shall include: Alligator Gar, Aquaculture, Catfish Management, Morone, Pollution, Reservoir, Small Impoundments, Trout, and Warmwater Streams. These committees shall provide a forum for the resolution of important professional problems within the Division. Each committee will elect a Chair.

(h.) Such Special Committees as are deemed necessary to carry out the work of the Division.

The Division committees shall not duplicate or conflict with the functions of the Standing Committees of the Society, although they may submit recommendations to such Standing Committees. The term of office for members of the Divisional committees shall end upon the discharge of their appointed duties or at the next annual meeting of the Division, whichever comes first.

ARTICLE VIII. Voting and Quorum. Decisions at a meeting of the Division shall be in accordance with the Constitution of the Society. A quorum at the annual meeting of the membership for the transaction of official business of the Division shall be fifty (50) members in good standing. Business and voting may be conducted via mail or electronic media if approved by the Executive Committee. Unless otherwise specified in these Bylaws or the Constitution of the Society, business shall be conducted according to the latest edition of Robert's Rules of Order. Decisions at meetings are by simple majority of Active Members voting, except 2/3 majorities are required in special cases such as amending the Bylaws and suspending a Rule. Other less frequently used voting requirements are described in Robert's Rules of Order.

ARTICLE IX. Dues and Fees.

The Executive Committee of the Division may levy special assessments, such as registration fees for attendance at annual meetings. Collection shall be made by the Secretary-Treasurer or an appointed representative.

ARTICLE X. Bylaws, Rules, and Procedures.

The Bylaws are the defining document for the Unit and take precedence over all other rules and procedures of the Unit. The Bylaws cannot be suspended and cannot be changed without prior notice to members. The Bylaws of the Division may be amended at the annual meeting by approval of 2/3 of the members present and voting, but all amendments must be reviewed by the Division's Executive Committee and provided to the membership at least 30 days prior for consideration by the membership. 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 Management Committee for approval. Any change shall take effect when written notice of approval has been received from the Society's Executive Director.

Rules are the next highest level of documentation of Unit operations. They are generally established to facilitate the conduct of Unit business, and to describe duties and responsibilities of officers and committees. They may be suspended or amended as follows. The Rules may be suspended during an Executive Committee meeting until the next annual or special Unit meeting by a 2/3 majority of the Executive Committee. The Rules may be suspended for the duration of a meeting by a 2/3 majority of Active Members voting at an annual or special Division meeting. The Rules may be amended by a simple majority of Active Members voting at an annual or special Unit meeting.

Procedures are the lowest level of documentation of Division operations. They are generally established to provide continuity in the conduct of Division business. The Procedures may be suspended or amended by a simple majority vote of the Executive Committee. The Division maintains a Procedures Manual that describes the duties and responsibilities of all Division entities.

STANDING RULES:

The following rules are established to assist in conducting the business of the Division. The processes for amending or suspending Rules are specified in the Bylaws of the Division.

1. Order of Business

The agenda at the annual meeting of the Division shall include, but shall not necessarily be limited to, the following with all reports provided to the Secretary-Treasurer in written form. In the event that time limits presentations at the business meeting, each item shall be presented at the Executive Committee meeting.

1. Call to order by the President.
2. Determination of a quorum.
3. President's address.
4. Introduction of noteworthy guests and visitors.
5. Reports of the Secretary-Treasurer.
6. Reports of the Chapters.
7. Reports of Division committees.
8. Report of the Resolutions Committee.
9. Report of the Nominating Committee.
10. Report of the Ballot Committee.
11. Presentation of Awards.
12. Other old business.
13. Installation of newly-elected officers.
14. New business.
15. Adjournment.

2. Resolutions

(a.) General resolutions (those that place the views of the Division on record on matters of broad concern): in order to be eligible for consideration must be received by the Resolutions Committee no later than October 1, and must be printed in the Division newsletter before the annual meeting.

(b.) Internal resolutions (those that concern the Division itself) will be eligible for consideration up to and at the business meeting.

Bylaws Amendment History

The original draft of these bylaws was approved at the Annual Meeting, Southern Division American Fisheries Society, 8 October 1996.

Amendments

SECTION VII. (i.) Technical Committees of the Division shall include: Alligator Gar, Aquaculture, Catfish Management, Morone, Pollution, Reservoir, Small Impoundments, Trout, and Warmwater Streams. These committees shall provide a forum for the resolution of important professional problems within the Division. Each committee will elect a Chair.

Ratified on 6 October 1998.
Governing Board approval 18 March 2000.

SECTION VII (b.) Awards Committee of the Chair and at least three (3) members shall review and recommend to the President candidates who, by their noteworthy and longstanding contributions to fisheries, aquatic sciences, and the Division, shall be considered worthy of the Division's recognition for Outstanding Achievement, candidates who, by their outstanding contributions of time and energy for special projects or activities in the service of the Division, shall be considered worthy of the Division's recognition for Distinguished Service, candidates who, by their communication of noteworthy contributions to fisheries and aquatic science research and management shall be recognized for the Best Paper, and Division chapters who, through service to their members, communities and the profession shall be recognized as the Outstanding Chapter at the annual meeting.

Ratified on 9 November 1999.
Governing Board approval 18 March 2000.

SECTION VII. (b.) Awards Committee of five (5) shall review and recommend to the President candidates who, by their noteworthy and longstanding contributions to fisheries, aquatic sciences, and the Division, shall be considered worthy of the Division's recognition for Outstanding Achievement, candidates who, by their outstanding contributions of time and energy for special projects or activities in the service of the Division, shall be considered worthy of the Division's recognition for Distinguished Service, candidates who, by their communication of noteworthy contributions to fisheries and aquatic science research and management shall be recognized ~~for~~ by the John F. Dequine Award for the best paper, and Division Chapters who, through service to their members, communities and the profession shall be recognized as the Outstanding Chapter at the annual meeting.

Ratified on 31 October 2000.
Governing Board approval 24 March 2001.

SECTION V. Duties of Officers.

(a.) President. The President of the Division shall preside at all Division business meetings, serve as Chair of the Division Executive Committee, and represent the Division on the Governing Board of the Society (one of two representatives). The President shall appoint chairs of all Divisional Committees, except those defined in Section VII. (f) of these Bylaws, and the Divisional representative to the Southeastern Association of Fish and Wildlife Agencies. The President shall submit a report of the Division activities at the Society's Governing Board meetings and at the annual meeting of the Society. If unable to attend a Society Governing Board Meeting, the President may designate the Vice President, Secretary-Treasurer, or Immediate Past-President as an alternate by written notice to the Society's Executive Director prior to the meeting.

(b.) President-Elect. The President-Elect shall assume the duties of the President if the President is absent or unable to act, represent the Division on the Governing Board of the Society (one of two representatives), chair the Program Committee, and conduct other duties assigned by the President. If unable to attend a meeting of the Society Governing Board, the President-Elect may designate the Vice President, Secretary-Treasurer, or Immediate Past-President as an alternate by written notice to the Society's Executive Director prior to the meeting.

Ratified on 31 October 2000.
Governing Board approval 24 March 2001.

SECTION VII. (i.) Technical Committees of the Division shall provide a forum for the resolution of important professional problems within the Division. Each committee will elect a Chair, subject to approval by the Division President.

Ratified on 24 February 2001.
Governing Board approval 24 March 2001.

SECTION VI. Executive Committee.

The Executive Committee of the Division shall consist of the five duly elected officers, a student representative elected by students, and the President of each Chapter within the Division.

Ratified on 24 January 2014.
Governing Board approval 21 July 2014.

SECTION X. Bylaws, Rules and Procedures

The Bylaws are the defining document for the Unit and take precedence over all other rules and procedures of the Unit. The Bylaws cannot be suspended and cannot be changed without prior notice to members. The Bylaws of the Division may be amended at the annual meeting by approval of 2/3 of the members present and voting, but all

amendments must be reviewed by the Division's Executive Committee and provided to the membership at least 30 days prior for consideration by the membership.

Ratified on 24 January 2014.
Governing Board approval 21 July 2014.

ARTICLE IV. Officers.

In accordance with the Bylaws of the Society, the officers of the Division shall consist of a President, President-Elect, Vice President, Secretary-Treasurer, Immediate Past-President, and Student Representative. All nominees for officers shall be members of the Society in good standing and shall have attended an annual meeting in one of the three years preceding their nomination.

Ratified on 21 February 2020.
Management Committee approval 2 March 2020.

ARTICLE V. (c.) Vice President. The Vice President shall assume the duties of the President-Elect if the latter is absent or unable to act, perform a review of a Division Technical or Ad Hoc committee, and conduct other duties assigned by the President. The Vice President proceeds to the office of President-Elect at the end of the term.

ARTICLE V. (d.) Secretary-Treasurer.

Duties requested by the Executive Director of the Society shall be performed and the minutes of the annual meeting shall be submitted to the Executive Director within 60 days following the meeting.

Ratified on 21 February 2020.
Management Committee approval 2 March 2020.

ARTICLE V. (e.) Immediate Past-President.

The Immediate Past-President shall chair the Nominating Committee, serve as a member of the Ballot Committee, and update changes for the Procedure Manual.

Ratified on 21 February 2020.
Management Committee approval 2 March 2020.

ARTICLE V. (f.) Student Representative to the Executive Committee.

The Student Representative to the Executive Committee shall participate in EXCOM meetings/communications, represent student perspectives on issues and concerns about AFS, the Division, and student subunits, serve as a member of the Student Affairs Committee, write a short annual report on duties and accomplishments for the Annual Briefing Book, and contribute articles to the Division newsletter.

Governing Board approval pending.

Ratified on 21 February 2020.

Management Committee approval 2 March 2020.

ARTICLE VII. (b.) Student Representative to the Executive Committee.

Awards Committee consisting of the Chair and at least three (3) members shall review and recommend to the President candidates who, by their noteworthy and longstanding contributions to fisheries, aquatic sciences, and the Division, shall be considered worthy of the Division's recognition for Outstanding Achievement, candidates who, by their outstanding contributions of time and energy for special projects or activities in the service of the Division, shall be considered worthy of the Division's recognition for Distinguished Service, candidates who, by their communication of noteworthy contributions to fisheries and aquatic science research and management shall be recognized by the John F. Dequine Award for the best paper, and Division Chapters and student sub-units who, through service to their members, communities and the profession shall be recognized as the Outstanding Chapter and Outstanding Student-Subunit, respectively, at the annual meeting.

Ratified on 21 February 2020.

Management Committee approval 2 March 2020.

ARTICLE VII. (c.) Ballot Committee consisting of the Past-President and two (2) members, not to include other Division officers or members of the Nominating Committee, shall receive voting and report results to Division officers and report at the next annual meeting.

Ratified on 21 February 2020.

Management Committee approval 2 March 2020.

ARTICLE VII. (d.) Nominating Committee consisting of the Past-President and one (1) to two (2) members, shall recommend a slate of candidates for specific offices of the Division, including a Division representative to serve on the Society Nominating Committee.

Ratified on 21 February 2020.

Management Committee approval 2 March 2020.

ARTICLE VII. (e.) Resolutions Committee which may consist of up to five (5) members, which shall draft and recommend to the Division for consideration at its annual meeting such resolutions considered prudent and necessary in the furtherance of the purposes and objectives of the Division. The chair will also serve on the Policy Committee of the Society. The retiring chair shall be responsible for ensuring appropriate and prompt distribution of resolutions following their adoption by the Division.

Ratified on 21 February 2020.
Management Committee approval 2 March 2020.

ARTICLE VII. (f.) Student Affairs Committee composed of the Student Affairs Liaison, the Student Representative to the Executive Committee, and any number of individuals expressing an interest and willingness to promote student involvement in all activities of the Division and identify concerns of students related to Society structure, function, and activities.

Ratified on 21 February 2020.
Management Committee approval 2 March 2020.

ARTICLE VII. (g.) Technical Committees of the Division shall include: Alligator Gar, Aquaculture, Catfish Management, Morone, Pollution, Reservoir, Small Impoundments, Trout, and Warmwater Streams. These committees shall provide a forum for the resolution of important professional problems within the Division. Each committee will elect a Chair.

Ratified on 21 February 2020.
Management Committee approval 2 March 2020.

ARTICLE X. Bylaws, Rules, and Procedures.

Procedures are the lowest level of documentation of Division operations. They are generally established to provide continuity in the conduct of Division business. The Procedures may be suspended or amended by a simple majority vote of the Executive Committee. The Division maintains a Procedures Manual that describes the duties and responsibilities of all Division entities.