

**ARKANSAS CHAPTER
of the
AMERICAN FISHERIES SOCIETY**

**BYLAWS AND
PROCEDURAL MANUAL**

Revised March 9, 2023



Drafted by: Don Turman, President-Elect,
Steve Filipek, Environmental Affairs Committee Chair
January 31, 1993

Revised by: Brian Wagner, Secretary-Treasurer,
Don Turman, President
December 13, 1993

Revised by: Charlie Gagen, Past-President,
Joe Stoeckel, Nominations Committee Chair
November 15, 2001

Revised by: Chris Davidson, President
Joe Stoeckel, President-Elect
April 10, 2004

Revised by: Lindsey Lewis, President
Colton Dennis, Past-President
Tate Wentz, Secretary
August 1, 2012

Revised by: Jeff Quinn, President
Ben Batten, Past-President
Tate Wentz, President-Elect
January 12, 2016

Revised by: Matt Schroeder, President
Mike Eggleton, Past-President
Justin Homan, President-Elect
Dustin Lynch, Secretary
Matt Horton, Treasurer
July 30, 2019

Revised by: Christy Graham, President
Brie Olsen, President-Elect
JJ Gladden, Past-President
Allison Asher, Secretary
Micah Tindall, Treasurer
March 9, 2023

PREFACE

The purpose of this procedural manual is to facilitate an orderly and organized transition in Chapter leadership from one year to the next. This manual outlines the responsibilities of the Chapter officers and committees and suggests deadlines for accomplishing necessary goals as efficiently as possible. This manual is meant as a flexible tool, not a path set in concrete, and should be used with a liberal dose of practicality and creativity. When a suggested guide no longer meets the use it was designed for, it should be modified to reflect the needs of the Chapter. It is strongly suggested that all Chapter members from this day forth read this procedural manual with the hope that they will learn more about the workings of their Chapter and with an eye for improvement of this manual when it is needed.

ACKNOWLEDGMENTS

In writing this procedural manual, we borrowed heavily from both the Florida Chapter's procedural manual (1991) and the Oklahoma Chapter's manual (1992). Our task in developing this manual would have been much more difficult without their work as a reference. Comments from chapter members, especially officers and committee chairs, have been instrumental in subsequent revisions. The chapter membership is also acknowledged, as the value of this document is based on their use of it.

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CHAPTER GOALS AND OBJECTIVES

The goals and objectives of the Arkansas Chapter of the American Fisheries Society are to:

1. Promote the wise management, conservation and use of the fishery and aquatic resources of Arkansas.
2. Facilitate the exchange and dissemination of information among fisheries and aquatic professionals throughout all fields within the discipline (i.e., management culture, research, academia, administrative) in the state of Arkansas.
3. Increase the public's awareness of Arkansas' aquatic and fisheries resources and expand their participation in fisheries related projects and issues including habitat maintenance and improvement work, protection of sensitive area resources, and the promotion of wise management of all of Arkansas aquatic resources.
4. Assist in the implementation and attainment of AFS parent society goals and objectives.

BYLAWS

Section 1 - Name and Objectives

The name of this organization shall be the Arkansas Chapter of the American Fisheries Society, hereinafter referred to as the Chapter.

The objectives of the Chapter shall be those of the American Fisheries Society as set forth in Article 1 of the Constitution, and to encourage the exchange of information by members of the Society residing in, working in, or having a professional interest in the State of Arkansas.

Section 2 – Membership

The official membership of the Chapter shall be composed of those American Fisheries Society members in good standing residing in, working in, or having a professional interest in the State of Arkansas. Non-members of the American Fisheries Society interested in fishes, fisheries, and all other phases of fishery science and practice are encouraged to attend and participate.

Section 3 – Meetings

The Chapter shall hold at least one meeting annually at a time and place designated by the Executive Committee. The program and presentation of papers shall be the responsibility of the Program Committee

Section 4 - Officers

- A. The officers of the Chapter shall consist of a President, President-elect, Secretary, and a Treasurer. All officers of the Chapter must be AFS members in good standing.
- B. Officers shall be elected at the annual meeting or by mail ballot prior to the annual meeting,

whichever is deemed most appropriate. The Secretary and the Treasurer will hold office for a period of two years, but the term of the other officers shall be one year. In case of a vacated position, the Executive Committee shall appoint a qualified replacement to fill an unexpired term

- C. The term of office for all elected officers shall terminate immediately following the election and installation of new officers at the annual meeting

Section 5 - Duties of Officers

The President of the Chapter shall preside at all meetings, shall serve as the Chairperson of the Executive Committee, shall represent the Chapter to the Southern Division and to the American Fisheries Society, and shall make such appointments and perform other duties and functions as are authorized and necessary.

The President-Elect shall be Chairperson of the Program Committee and shall assume the duties of the President if the latter is unable to act.

The Secretary shall keep the official records of the Chapter; submit a copy of the minutes of the annual business meeting to the Executive Director of the Society and the Secretary-Treasurer of the Southern Division within 30 days of said meeting.

The Treasurer shall collect and be custodian of Chapter funds; disburse funds as authorized by the Executive Committee or the membership; submit a record of receipts and disbursements at the annual Chapter meeting; and discharge other duties that may be requested by the Executive Director of the American Fisheries Society and officers of the Southern Division.

Student Subunit Presidents will represent the interest of the Subunits to the Chapter Executive Committee and act as liaison between the Executive Committee and the Subunits. Subunit Presidents will work cooperatively with the Chapter's Executive Committee to assist in Chapter function and Subunit participation.

Section 6 - Executive Committee

The Executive Committee of the Chapter shall consist of the elected officers, Student Subunit Presidents, and the immediate Past-President; participation by committee chairs is invited and encouraged. All members of the EXCOM must be AFS members in good standing. In addition to scheduled meetings of the EXCOM, special meetings should be called by the President as the need arises. The committee is authorized to act for the Chapter between meetings and to perform appropriate duties and functions.

Section 7-Student Subunits

Student subunits include Arkansas State University (ASU), Arkansas Tech University (ATU), University of Central Arkansas (UCA), University of Arkansas (U of A), University of Arkansas-Little Rock (UALR), and University of Arkansas-Pine Bluff (UAPB).

Section 8 - Chapter Committees

Standing and Ad Hoc Committees and the Chairperson of Committees, except as listed in Section 5 and 6 of these Bylaws, shall be appointed by the President.

Standing Committees of the Chapter shall be the Program, Nominations and Awards, Activities and Raffle, Environmental Affairs, and Education Liaison. The terms of office for Standing Committee members shall be two years from the annual meeting. There is no geographic limit to where Committee members may come from but it is suggested that each quadrant of the state be represented on the Environmental Affairs Committee. The terms of office for members of Ad Hoc Committees shall end upon the discharge of the duties for which they were appointed, or at the next annual meeting of the Chapter, whichever comes first.

Section 9 - Voting and Quorum

Decisions at meetings of the Chapter shall be in accordance with the constitution of the American Fisheries Society. Robert's Rules of Order shall cover in all applicable cases not covered by these bylaws. A quorum at any meeting for the transaction of official business shall be one-third of the Chapter membership.

Section 10 - Registration and Dues

The Executive Committee may assess each registrant attending annual meetings of the Chapter a registration fee necessary to cover the costs of the meeting and Chapter activities. The Executive Committee shall have the power to establish annual dues. Collections shall be made by the Treasurer and disbursements shall be made for financing Chapter operations, as may be directed by the membership or authorization of the Executive Committee.

Section 11 - Amendments to the Bylaws

The Bylaws of the Chapter may be amended by a two-thirds majority approval of those members voting, provided that prior notice of at least 30 days be given to the membership of the proposed change(s). Said changes must be approved by the Executive Committee of the Society before taking effect.

PROCEDURAL GUIDELINES

Elected Officers and Their Duties

President

Responsibilities of the President are as follows:

1. Oversees all aspects of Chapter operations, especially the planning of the annual meeting by the President-Elect and the Program Committee.
2. Presides at the annual Chapter business meeting held during the annual Chapter meeting:
 - A. Knows how to conduct a meeting (i.e., is familiar with Robert's Rules of Order).
 - B. Adheres to the time schedule.
 - C. Introduces all visiting AFS officers from the Parent Society and Southern Division and gives them an opportunity to address the membership.
 - D. Installs the new President in a dignified ceremony.
 - E. Present a plaque to the outgoing President.
3. Chairs the Chapter's Executive Committee (EXCOM), holds meetings and seeks advice as needed.
4. Fully informs the President-Elect of Chapter activities so that if the need arises, that officer can perform the duties of the President competently.
5. To be knowledgeable about the content of the Chapter Bylaws.
6. Be prepared to appoint chairpersons and members of all standing and special committees when installed as President. Should complete committee appointments within one month of installation as President. Should be specific in his/her charge to committee chairpersons.
7. Be prepared to establish desired special ad hoc committees and appoint chairpersons and members when installed as President. Creates other ad hoc committees as needed.
8. Communicates regularly with committee chairpersons, ensuring that they are actively pursuing their responsibilities. Requests progress reports from committee chairs as needed.
9. Acknowledges the work of committee chairpersons by letter and committee members by newsletter at the end of the year.
10. Be responsible for overall Chapter publicity and AFS publicity when the opportunity arises.
11. Be aware of Society safeguards concerning lobbying activities by the Chapter to protect the Society's tax-exempt status.
12. Serve as a voting member of the Southern Division's EXCOM and attend all meetings of that committee, if possible. If unable to attend, the President seeks Chapter representation by another EXCOM member or Chapter member to take his/her place.
13. Prepares reports of the Chapter's activities for presentation at the annual Southern Division meeting and mid-term Division EXCOM meeting.
14. Submits a "President's Message" column to the Newsletter Editor following installation at the annual Chapter meeting, and in a timely fashion for subsequent editions of the Newsletter.
15. Acts as a non-voting member of the Parent Society EXCOM and attends both the autumn and mid-term meetings, if possible.
16. Responds to requests for information from the Parent Society, subunits, and non-Society entities or directs appropriate Chapter officers or committees to respond.
17. Signs resolutions on behalf of the chapter or less formal statements of opinion approved by EXCOM. These statements can include, but are not limited to, timely responses to invitations for

public comment on environmental issues.

President-Elect

Responsibilities of the President-Elect are as follows:

1. Assumes the duties of President if the current President is unable to complete the term.
2. Works closely with the President so that Chapter activities will continue smoothly in the next year.
3. Serves as Chairperson of the Program Committee to plan the annual Chapter meeting.
4. After consultation with other members of the EXCOM and interested Sponsors, the President-Elect selects time and place for annual Chapter meeting approximately one year in advance. The President-Elect develops and distributes promotional materials for the Annual Chapter meeting in cooperation with the Newsletter Editor and Chapter Webmaster.
5. Extends an invitation to Southern Division and Society Presidents, and the Executive Director, to attend the annual Chapter meeting at least three months before the meeting.
6. Moderates technical sessions of annual Chapter meeting or delegates this responsibility.

Past-President

Responsibilities of the Past-President are as follows:

1. Submits a "Past-Presidents Message" column to the Newsletter following the annual Chapter meeting for inclusion in the following Newsletter.
2. Acts as advisor to the Chapter EXCOM and standing committees, and gives assistance as needed.
3. Serves on the Education Liaison Committee and promotes membership recruitment.
4. Organizes an annual Past-Presidents lunch at the annual Chapter meeting to discuss the future direction of the Chapter.
5. Serves as chair of the Nominating and Awards Committee.
6. As a member of the Education Liaison Committee, correspond with Hutton students and their parents regarding the annual Chapter meeting.

Secretary

Responsibilities of the Secretary are as follows:

1. Prepares and distributes minutes of all Chapter and EXCOM meetings to the Chapter EXCOM, Newsletter editor, and Chapter Webmaster. Sends minutes of annual Chapter meeting to the AFS Executive Director and Southern Division President within 30 days after the annual Chapter meeting.
2. Prepares correspondence as requested by officers of the Chapter.
3. Informs the Executive Director, the Division President, and AFS parent society staff of changes in officers, dates and locations of meetings, and other necessary information as requested by the Chapter President. Notifies Executive Director of change in officers within 30 days of annual Chapter meeting.
4. Distributes copies of resolutions to the Chapter President, the Executive Director, the AFS parent society officers, the Division President, and appropriate individuals or agencies, as

- instructed in the resolution.
5. Prepares write-ups for Parent Society publication “Fisheries” concerning Chapter activities and programs. These should include a meeting announcement within three months prior to the annual Chapter meeting and a meeting report within one month following the annual Chapter meeting.
 6. Ascertains if a quorum (see Bylaws) is present at the annual Chapter meeting for official actions.
 7. Maintains letterhead and other supplies necessary for Chapter functions.
 8. Maintains historical records of the newsletters, minutes, resolutions, and other Chapter statements (outside the responsibilities of the Treasurer, and forwards these records to the incoming Secretary and to the AFS headquarters, as requested).
 9. Keeps a copy of Chapter Bylaws on hand and is familiar with their content for consultation at Chapter meetings. The Secretary forwards any proposed Bylaw changes to the Executive Director for review by the AFS Constitutional Consultant prior to presentation of changes to the Society's Executive Committee for approval.
 10. Keeps copies of Chapter subunit bylaws.
 11. Serves as the chair of the “Natural State Fisheries Scholarship Committee”. Handles preparation of annual scholarship application materials, drafts the application letter, sends out the application, and receives and sorts the applicants for the selection process.

Treasurer

Responsibilities of the Treasurer are as follows:

1. Receives, holds, and disburses funds as needed for Chapter functions as approved by AFS Parent Society rules and the Chapter's Executive Committee.
2. Maintains and reports financial records and is responsible for the Arkansas Chapter's financial account(s), which include the Chapter’s primary checking and investment accounts.
3. Prepares Chapter financial records for presentation at EXCOM meetings, the annual Chapter business meeting, and provides a financial report (approved by the EXCOM and signed by the Chapter President) to cover the previous calendar year and sends it to the AFS headquarters shortly after the first of each calendar year.
4. Responsible for pre-registration and registration for the annual Chapter meeting and other planned activities.
5. Maintains current and past lists of members, including mailing addresses, e-mail addresses, and phone numbers as provided by the members. This record should also include summaries of members who have volunteered to serve the Chapter on committees or as officers. This information should be available on request to officers and committee chairs and to the newly installed president.
6. Provides an appropriate electronic mailing list to the Chapter Webmaster and Newsletter Editor in a timely fashion (along with subsequent updates). This list should indicate paid members and addresses for complementary issues of the newsletter, including the President of the Southern Division and the AFS Executive Director.
7. Serves as a representative on the “Natural State Fisheries Scholarship Committee”. Aids in preparation of annual scholarship application materials and selection of recipient(s). Administers check(s) to scholarship recipient(s).

Appointed Officers and Their Duties

Newsletter Editor

The Newsletter Editor publishes the newsletter two times each year and provides Chapter Webmaster with an electronic copy at mailing time. The Newsletter Editor requests the suggested contents from the responsible parties in a timely fashion, and coordinates with the Chapter President if difficulties or delays arise. The Newsletter Editor may also be called on to submit a synopsis of news to the President for the Southern Division Newsletter and assist with additional mailings as requested by the President (e.g. ballots, last minute changes in annual Chapter meetings, resolutions...).

Suggested Contents and Timeline for newsletters:

- Spring Newsletter (following annual Chapter meeting), available in April-May: President's Message, Past President's Message, Annual Meeting Summary, Annual Chapter Business Meeting Minutes, Treasury Report, and Committee and Subunit reports. Newsletter should also announce recipients of the Robert M. Jenkins Award for Outstanding Conservation Achievement, the Joe Hogan Award for Individual Achievement, Best Paper Awards, Outstanding Subunit Members, and recipients of the Natural State Scholarship.
- Winter Newsletter, available in November or December: President's Message, Call for Papers, Annual Chapter Meeting Information, Annual Chapter Meeting Registration Materials, forms for membership dues, Annual Chapter Meeting Activities Announcement, Nomination Requests for officers as needed and for the Individual Achievement and Conservation Awards, Background Summaries of Candidates for offices, Highlights of any EXCOM Meeting Minutes, Treasurer's Report, announcement of recipients of the Science Fair Awards (along with their topics, school affiliation, and sponsor), Committee and Subunit reports, and Natural State Fisheries Scholarship announcement.

Additional appropriate news items can be added to newsletters at the Newsletter Editor's discretion as space allows.

Chapter Webmaster

The Chapter Webmaster is responsible for designing and maintaining the Chapter Web-Page including appropriate links to Subunit Web-Pages. The Web-Page should provide members and non-members with information on current and historical Chapter activities including, but not limited to, annual meeting details, EXCOM minutes, committee affairs, abstract booklets, newsletter (current and past year), Natural State Fisheries Scholarship application, member directory, award recipients, bylaws, membership renewal form and member recognition.

The Chapter Webmaster works closely with the Southern Division Webmaster to assure that all Web-Page materials are properly posted to the internet. Chapter Web-Page materials are added/revised as new information becomes available from Chapter committees, officers and the Newsletter Editor.

Chapter Committees

Executive Committee

Voting members include the elected officers: President, President-Elect, Immediate Past-President, Secretary, Treasurer, and subunit Presidents. However, regular attendance and participation in EXCOM meetings is encouraged and expected for appointed officers and committee chairs. The EXCOM oversees all Chapter functions. In addition to the following scheduled meetings of the EXCOM, special meetings should be called by the President when the need arises.

Suggested Timeline for EXCOM meetings:

- Spring (e.g. April): EXCOM approves time, place, and topic for the next annual Chapter meeting, as proposed by the Program Committee. A formal meeting need not be convened to make these decisions, preferably, they can be made by telephone or other correspondence.
- Summer (e.g. August): Mid-term EXCOM meeting to review progress, provide direction to Chapter committees, and discuss forthcoming annual Chapter meeting; in conjunction with Chapter's annual social event (if held).
- Winter (e.g. December): Final coordination meeting for upcoming annual Chapter meeting.
- Annual Chapter Meeting: EXCOM meets before the annual Chapter business meeting to discuss concerns and the agenda for the business meeting. Evaluates any proposed resolutions and position statements.

As outlined within Chapter Bylaws, elected officers (President, President-Elect, Secretary, and Treasurer) of the Chapter are required by AFS Parent Society to be members in good standing. During each officer's two year tenure, the Chapter will offer optional reimbursement to each officer for annual Parent Society dues. It is not the intention of this reimbursement to be construed as payment or salary for volunteer services rendered during each officer's tenure.

Program Committee

This Committee plans, organizes, and administers all aspects of the annual Chapter meeting (facilities, schedule, book of abstracts, meeting artwork, meeting T-shirts, lodging, speakers, format etc.) except the raffle/auction (Activities/Raffle Committee). However, the Committee should coordinate efforts with these committees (e.g., concerning scheduling, rooms, and facilities) to ensure a successful meeting. The President-Elect serves as chair of this committee.

1. Solicit advice from the membership at the annual Chapter business meeting, previous program committee, and EXCOM in making decisions concerning time, place, and topic of next February's annual Chapter meeting.
2. Propose time, place, and topic for next annual Chapter meeting to EXCOM for approval at its spring meeting.
3. Submit committee reports as requested by the Newsletter Editor and Webmaster.
4. Coordinate the first call for papers with the Newsletter Editor for inclusion in the Winter Newsletter.
5. Announce the last call for papers to membership.
6. Set the deadline for abstracts and establish formats for presentations at the annual meeting.
7. Select presentations for the annual Chapter meeting, inform presenters, and prepare the meeting agenda program, which should be provided electronically to the chapter Webmaster for posting and printed for the attendees.

8. Conduct the annual Chapter meeting. Provide a brief overview of the meeting orally at the annual Chapter business meeting. Within two weeks after the meeting, the committee should submit a committee report for inclusion in the Spring Newsletter providing an overview of the meeting (Annual Meeting Summary). This report should include a critical review of the meeting that describes both high and low points and offers advice for future improvement.

Nominating and Awards Committee

Members of this committee include the President, President-Elect, and Immediate Past-President who will serve as chair. This committee solicits recommendations of candidates or nominees for the office of Secretary, Treasurer, and President-Elect. They obtain consent from nominees and provide them with a procedural manual so they are familiar with job responsibilities. They ensure that all nominees are AFS Parent Society members and that they are willing and able to serve competently. This committee oversees the election process, which is focused at the annual business meeting. The committee is encouraged to involve the membership by facilitating nominations from the floor and offering mail and/or electronic ballots for members who do not attend the annual business meeting.

This committee develops criteria for the **Robert M. Jenkins Award for Outstanding Conservation Achievement** and the **Joe Hogan Award for Individual Achievement**. The Robert M. Jenkins Award Conservation Achievement is awarded to organizations that show outstanding achievement or contribution to their field. The Joe Hogan Award for Individual Achievement is awarded to individuals that have made enduring contributions to professional aquatic resource conservation.

They also solicit and evaluate nominations, recommend recipients for approval by EXCOM, acquire plaques and present the awards at the annual Chapter meeting. Finally, this committee evaluates, selects and awards certificates to recognize the best presentations at the annual meeting (undergraduate, graduate, and professional). They also oversee production of these framed certificates.

Suggested Timeline:

- August: Submit announcement requesting appropriate officer nominations and nominations for the Joe Hogan Individual Achievement Award and Robert Jenkins Conservation Achievement Award to Newsletter for inclusion in the Winter Newsletter and to Chapter Webmaster for posting to Web-Page.
- October: Review and evaluate nominations received from the membership or generated by the Awards Committee, if needed.
- November: Submit rating results and recommendations to EXCOM for review and approval.
- December: Oversee production of plaques recognizing outgoing elected officers, recipient of the Joe Hogan Individual Achievement Award, and the Robert Jenkins Conservation Achievement Award.
- January: Conduct absentee voting process, if deemed feasible, and get results to the annual business meeting.
- Annual Business Meeting: Conduct the officer election and announce results of the award competition. Provide Chapter Webmaster and Newsletter Editor with a report summarizing the selection and reason for all award recipients.

Activities/Raffle Committee

This committee plans, organizes, and administers Chapter fundraising activities. They are also encouraged to propose Chapter participation in activities such as: National Hunting and Fishing Day, annual float trip and clean-up, recreation at Chapter meetings, and kids fishing clinics. The committee plans, organizes, and administers all aspects of the raffle/auction held at the annual Chapter meeting. They schedule the raffle/auction in coordination with the Program Committee. They administer collections of all raffle/auction items, sell raffle tickets (in coordination with the Treasurer), conduct the raffle/auction, and send letters to donors thanking them for their donations.

Suggested Timeline:

- When requested: Submit announcement for inclusion in the Winter Newsletter requesting that Chapter members begin soliciting donations of raffle/auction items from businesses in their vicinity.
- Four months prior to the annual Chapter meeting: Start actively soliciting raffle/auction items.
- When requested: Submit committee report for inclusion in Winter Newsletter describing progress in accruing raffle/auction items and recreational activities planned or available at annual Chapter meeting. Coordinate drafting of this announcement with the Program Committee to avoid redundancy.
- The month prior to the annual Chapter meeting: Complete collection of raffle/auction items.
- During the annual Chapter meeting: Organize and direct recreational activities associated with the annual Chapter meeting. Conduct the raffle/auction and deposit funds with the treasurer. Provide a brief overview of Chapter activities in the past year orally at the annual Chapter business meeting.
- The month following the annual Chapter meeting: Complete mailing of letters to donors thanking them for their donations.
- The month following the annual Chapter meeting: Provide a copy of names/addresses of donors to the President.

Environmental Affairs Committee

This committee develops position statements, advisories, and resolutions representing the Chapter's opinions, recommendations, and advice regarding environmental issues of concern to the Chapter. They solicit issues for consideration from the membership, maintain a constant vigil for new issues of concern, and monitor comment announcements to ensure that no deadlines pass without the Chapter's consent. They respond to requests for information on environmental issues and concerns from the Parent Society, other subunit, or non-Society entities as directed by the Chapter President.

Suggested Timeline:

- Early summer: Submit progress report and any resolutions to be considered by the Chapter EXCOM prior to summer EXCOM meeting.
- Two months prior to the annual Chapter meeting: Meet with EXCOM to provide information on new resolutions (if any).
- During the annual Chapter meeting: Provide a brief overview of committee progress in the past year orally at the annual Chapter business meeting. Present any new resolutions to the Chapter membership for voting. Submit committee report for inclusion in the Spring Newsletter. Forward proposed resolutions to the Chapter President.

Education Liaison Committee

This committee (hereafter referred to as the Education Committee) promotes chapter goals by working with high schools and universities through Science Fairs and subunits, respectively. They assist in developing and initiating Chapter subunits at the state's colleges and universities that have fisheries or related curricula. This includes helping the subunits develop bylaws and assuring that the bylaws are on file with the Chapter and AFS Parent Society. The chair will maintain updated contact information for subunit officers and provide that to the EXCOM as well as to the webmaster for updates on the website. The committee chair serves as a representative on the Natural State Fisheries Scholarship committee (see below) and submits committee reports as requested for inclusion on the Web-Page, in Newsletters, at EXCOM meetings, and at the Annual Chapter Meeting.

Student Subunits: Subunit presidents or their designees will be invited to serve on this committee. The committee requests that each subunit recognize an **Outstanding Subunit Member**. This individual will receive a framed certificate and \$50.00 check from the Chapter. Recipients should be encouraged to attend the annual Chapter business meeting where the winners will be announced. The committee should also request a brief description of the recipient's accomplishments to be announced at the meeting, published in the newsletter, and posted on the Web-Page. As a member of the education committee, the Past-President is responsible for producing the awards as well as handing them out.

The subunit, on-campus sponsor(s) and Chapter Past-President are responsible for procuring space for a student subunit Web-Page. These sites should provide students an avenue to correspond with their members, maintain current events/information and links to the Arkansas Chapter, Southern Division and Parent Society Web-Pages. The president of the student subunit is responsible for providing the Chapter Webmaster with a correct web address. The Chapter Webmaster will provide each subunit with a link from the Chapter Web-Page to the subunit Web-Page. In the case that a subunit is unable to procure space for a Web-Page, the Chapter Webmaster will work with the subunit to assure that a Web-Page is provided for them on the Chapter Web-Page.

Upon request the Chapter will reimburse Student Subunit officers for their annual AFS Parent Society dues. Reimbursement will be sent after the Chapter Treasurer is provided with a copy of the dues invoice. It is not the intention of this reimbursement to be construed as payment or salary for volunteer services rendered during each Subunit officer's tenure.

Science Fairs: This committee also administers the Chapter's High School **Science Fair** judging and awards program. This involves scheduling Chapter members (as much as possible) to be present to judge the best **Aquatic Sciences Award**, procuring the awards, announcing awards and summarizing results for the membership (at the Annual Chapter Meeting and for the Newsletter and Web-page). This committee can develop and distribute judging criteria for Chapter Science Fair awards as needed. The Chapter awards an Aquatic Sciences Award certificate at each of the seven regional junior high fairs and eight regional high school science fairs. In addition to a certificate, a \$35.00 check will be sent to the overall state winner at the State Science Fair in Conway. Science fair award recipients will be provided in written format for inclusion in the Chapter Newsletter. Chapter members to serve as judges should be lined up in February, typically at the Annual Chapter Meeting. Regional Science Fairs are in March and the statewide fair is in mid-April. The specific timing and places of competition are available from the Arkansas Science Fair Association.

Hutton Awards: The Chapter will fund lodging expenses for up to two nights for each Hutton Award winner and their parent(s) from Arkansas to attend the Chapter's annual meeting if the following conditions are met:

- Sponsor agency will not provide funding for them to attend;
- Lodging expenses must not exceed the approved State of Arkansas travel rate;
- Present a poster or oral presentation at the annual Chapter meeting.

Registration waivers for Hutton students to attend the annual Chapter meeting will be considered by Excom on a case by case basis."

Ad Hoc Committees

Ad Hoc Committees may be created or continued by the Chapter President for a specific purpose or special case. Ad Hoc Committees are automatically dissolved upon discharge of their appointed tasks. These committees provide reports at EXCOM and Annual Chapter Meetings and as requested by the Newsletter Editor and Webmaster. Ad Hoc Committees should be limited to a maximum of seven people including the chair.

Miscellaneous Guidelines

Donations and Sponsorships

The EXCOM shall consider all requests for donations or sponsorships on behalf of the Chapter. The EXCOM shall have the power to approve donations and sponsorships under the guidelines of \$500 per individual request and \$2,000 total per year. These maximum totals are dependent on Chapter revenues at the time of the request and other anticipated expenses, and are not benchmarks that have to be met or honored annually. Furthermore, each individual request is considered on a case by case basis, and prioritized as 1) divisional and national AFS meetings, 2) special symposia of broad interest to Chapter membership, and 3) AFS mission-related projects hosted in Arkansas. Support for publication of books, monographs, or other such publications also will be considered on a case by case basis. Priority will be given for publications most strongly connected to Arkansas or of the broadest interest to Chapter membership.

Chapter Meeting Subunit Assistance

Subunit Presidents (or their delegated representative) in good standing may request reimbursement for lodging to attend the annual Chapter meeting. The requests must be made to the Chapter Treasurer within one week after conclusion of the annual Chapter meeting and will only be granted if the following conditions are met:

- University will not provide funding for them to attend;
- Lodging expenses must not exceed the approved State of Arkansas travel rate;
- Subunit President/delegate must attend the annual Chapter meeting and provide a summary report of the subunit's activities;
- Present a poster or oral presentation at the annual Chapter meeting. Poster presentations may consist of original research or highlights from their subunit's activities.

Professional Certification Assistance

Chapter members in good standings may request reimbursement for half the expense of AFS Fisheries Professional certification or recertification.

Chapter Investment Account

The Chapter will maintain an investment account. Funds from the investment account will be used to support the Natural State Fisheries Scholarship (see below). Chapter Treasurer will be the primary EXCOM officer responsible for overseeing the account and providing financial reports to be included in the quarterly treasury report. Incoming President-Elect (serving their two-year term alongside the Treasurer) will serve as the secondary officer responsible for overseeing the account. EXCOM can request a full financial report at any time, and will be provided by the treasurer.

This investment account should be managed for growth, with the intent of providing additional scholarships in the future. The Chapter Treasurer should meet annually with the financial advisor to discuss the amount of funds that can be pulled from the account and not affect its growth potential. This should be done prior to the scholarship application announcement. Donations can be made at any time to the account, and should be encouraged. Funds can be deposited into the Chapter banking account and then directly transferred to the investment account upon the request of the Treasurer to the financial advisor.

It should be kept in mind that this is an account growing based on the stock market. This means there may not always be enough profit to provide a scholarship. In this situation, the EXCOM can discuss among themselves if the funds are available to fund a scholarship through their authority from within the donation and sponsorship guidelines.

Natural State Fisheries Scholarship

The Chapter will support deserving students enrolled in fisheries related curricula at an accredited Arkansas University as applicants for the Natural State Fisheries Scholarship.

When funds allow, a \$250 scholarship will be awarded to one undergraduate student and a \$500 scholarship will be awarded to one graduate student. To be eligible, applicants must be enrolled at an accredited university at the time of scholarship award. A nomination is not required and more than one student from the same university may apply. Recipients will be notified no later than the second week of January, with scholarship awards being presented during the annual Chapter meeting. Unless extenuating circumstances apply, scholarship recipients are expected to attend the annual Chapter meeting.

Scholarship recipients will be selected by a committee composed of the Education Committee Chair, Chapter Secretary, and Chapter Treasurer, based upon their responses to applicable questions. These questions provide the opportunity for students to describe their collegiate activities, professional activities, and promise of future professional involvement. The committee will score each student and come to a consensus on the best possible applicants. Roles of Committee member shall be as follows:

Secretary: Serves as chair of the committee. Handles preparation of annual scholarship application materials, drafts the application letter, sends out the application, and receives and sorts the applicants for the selection process and selection of recipient(s).

Education Committee Chair: Aids in preparation of annual scholarship application materials and selection of recipient(s). Ensures professors and students are aware of the scholarship.

Treasurer: Aids in preparation of annual scholarship application materials and selection of recipient(s). Administers check(s) to scholarship recipient(s).

Revision to Procedural Manual

As stated in the preface of this volume, this manual is meant as a flexible tool. Therefore, this manual must be revised by majority vote of the Executive Committee (EXCOM). This does not apply to the "BYLAWS" section, as any changes to that section must be approved by the Chapter membership and the Parent Society EXCOM.