



# **North Central Division**

of the

*American Fisheries Society*

## **Bylaws, Rules, and Procedural Manual**

**March 2010**

## Foreword

The Bylaws for the North Central Division of the American Fisheries Society provide the constitutional framework for the Division and define the responsibilities of specific offices and positions. Rules facilitate the conduct of Division business. The procedural manual describes the general structure and operation of the North Central Division.

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# **BYLAWS OF THE NORTH CENTRAL DIVISION, AMERICAN FISHERIES SOCIETY**

## ***Article I. Name and Objectives***

1. The name of this organization shall be the North Central Division of the American Fisheries Society, hereinafter referred to as the Division and Society respectively.
2. The objectives of the Division shall be those of the Society as set forth in the Article I of the Constitution.
3. All activities of this Division shall conform to the Society's Constitution, Rules, and Procedures.

## ***Article II. Membership***

1. The membership of the Division shall be comprised of those Society members in good standing residing in the following states and provinces: Alberta, Illinois, Indiana, Iowa, Kansas, Manitoba, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Northwest Territories, Ohio, Ontario, Saskatchewan, South Dakota, and Wisconsin.
2. Members of another Division may elect to transfer to the North Central Division, according to the Society Bylaws, by notifying the Executive Director in writing.
3. Only Active Members of the Society may vote, hold office or chair a committee in the Division.

## ***Article III. Officers***

1. The officers of the Division shall consist of President, President-Elect, First Vice-President, and Secretary/Treasurer.
2. Nominees for officers shall be members of the Society in good standing and shall have attended an annual meeting of the Division in one of three years preceding their nomination or shall have served on the executive committee of the Division, as a technical committee Chair, or as member of a standing NCD committee during one of three years preceding their nomination.
3. The officers shall be elected by mail ballot or electronic ballot prior to the Division annual meeting. Officers shall be elected by a majority of ballots cast and election methods shall be determined by the Executive Committee.

4. Terms of the President, President-Elect, and the Secretary/Treasurer shall begin immediately after the conclusion of the next Society annual business meeting.
5. The President and President-Elect shall serve for one year in each office. The Secretary/Treasurer shall serve for two years.
6. The First Vice-President shall take office at the Division annual meeting following the election and shall serve until the conclusion of the next Society annual business meeting, at which time that office shall convert to the office of President-Elect.
7. The officers will be ineligible, with the exception of the Secretary/Treasurer, for reelection to the same office within one year following the expiration of their terms. The Secretary/Treasurer may serve a maximum of three consecutive terms.
8. In case of a vacated presidency, the President-Elect immediately assumes the presidency, serving the balance of the current term and the subsequent term as well. If the office of President-Elect is vacated, and if a First Vice-President has been elected, the First Vice-President immediately assumes the office of President-Elect, serving the balance of the current term and the subsequent term as well. If a First Vice-President has not yet been elected, the Governing Board of the Division shall appoint a qualified replacement to fill the office of President-Elect for the balance of the term. If the office of Secretary/Treasurer is vacated, the Governing Board of the Division shall appoint a qualified replacement to fill the office for the balance of the term.
9. If the Division fails to hold a valid election, officers shall serve until a successor is duly selected in accordance with these Bylaws.
10. No officer or appointed committee member of the Division shall receive a salary or other compensation from the Society 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 Governing Board in the interim between meetings.

#### ***Article IV. Duties of Officers***

1. President shall:
  - a) Preside at all business meetings;
  - b) Serve as Chair of the Governing Board of the Division;
  - c) Represent the Division on the Governing Board of the Society, submitting a report of Division activities at the Society Governing Board meetings, or designating the immediate Past-President, First Vice-President or the Secretary/Treasurer as an alternate by giving written notice to the Executive Director prior to the meeting;
  - d) Make appointments and perform other functions as authorized; and
  - e) Advance to the office of Past-President at the end of the term.
2. President-Elect shall:

- a) Assume the duties of the President if the latter is absent or unable to act;
  - b) Serve as an *ex-officio* member of the awards committee;
  - c) Represent the Division on the Governing Board of the Society or designate the Immediate Past-President, First Vice-President or the Secretary/Treasurer as an alternate by giving written notice to the Executive Director prior to the meeting; and
  - d) Advance to the office of President at the end of the term.
3. First Vice-President shall:
- a) Assume the duties of the President-Elect if the latter is absent or unable to act;
  - b) Serve as an *ex-officio* member of the membership committee; And
  - c) Advance to the office of President-Elect at the end of the term.
4. Secretary/Treasurer shall:
- a) Keep the official records of the Division;
  - b) Conduct its correspondence;
  - c) Conduct elections;
  - d) Collect and be custodian of any fees or assessments collected under authority of these Bylaws or through the actions of any Division subunit, plus any funds allotted to the Division by the Society;
  - e) Disburse funds authorized by the Division membership or the Governing Board;
  - f) Shall submit a financial report at the annual Division meeting, establish banking arrangements and prepare and file necessary tax returns and other official documents necessary to keep the Division in good legal and financial standing, and maintain financial records for review by Society officers and staff as needed or required; and
  - g) Submit the minutes of the annual business meeting to the Executive Director within 30 days following the meeting.
5. The immediate Past-President shall:
- a) Serve on the Governing Board;
  - b) Serve as the Chair of the nominating committee; and,
  - c) Assist the other officers as needed.

## **Article V. Governing Board**

1. The Governing Board of the Division shall consist of the elected officers, the Immediate Past-President, and the President of each Chapter within the Division, all of which shall have voting privileges. The Chairs of all standing, technical, and special committees are *ex officio* non-voting members of the Governing Board.
2. The Governing Board is authorized to act for the Division between meetings and perform other appropriate functions.
3. If unable to attend a meeting of the Governing Board, a Chapter President may select an alternate from the Chapter officers to represent the Chapter with full voting privileges. Notification of this substitution must be given, in writing, to the Division Secretary/Treasurer before the Governing Board meeting convenes.

4. A quorum is required for transaction of official business at a Governing Board meeting. A quorum for a Governing Board meeting shall consist of a simple majority of the number of voting members on the board. Governing Board members may appoint a proxy by providing written notice to the President in advance of the meeting.
5. Each member of the Governing Board shall have one vote on Governing Board decisions. In the event of a tie, the President's vote shall be the deciding vote.

## ***Article VI. Meetings and Voting***

1. The annual business meeting of the North Central Division shall be held in conjunction with the annual Midwest Fish and Wildlife Conference. If other meeting arrangements become imperative, the Governing Board shall designate the time and place. Special meetings may be called by the President with the advice and consent of the Governing Board of the Division.
2. A quorum at the annual meeting of the Division for the transactions of official business shall be at least 20 members in good standing.
3. Business and voting may be conducted via mail or electronic media if approved by the Executive Committee.
4. 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.
5. Decisions at meetings are by simple majority, except as listed for Bylaws or as described in the parliamentary authority.

## ***Article VII. Division Committees***

1. The President shall appoint members of the Division in good standing to standing, technical, and special committees as may be necessary to conduct the business of the Division, except as listed in Articles III and V of these Bylaws.
2. Division committees shall not establish their own financial accounts, but instead use the Division bank account system under management of the Secretary/Treasurer; however, if desired by the committee membership, the funds involved could be assigned to a subaccount dedicated for sole use by that committee unless a Division financial emergency is declared by majority vote of the Division Governing Board. Under such a Division financial emergency, the Division reserves the right to spend those committee funds to help solve the emergency financial problems at hand.
3. Standing Committees provide the Division with a constant framework of active committees for carrying out its mission.



- a) Chairs should report their committees' activities, findings, and recommendations at the Division annual meeting and interim meetings of the Governing Board.
- b) The term of office for members of the standing committees shall end upon the discharge of their appointed duties or at the next annual meeting of the Division, whichever comes first.
- c) The Division has established the following Standing Committees:
  - i) Archives Committee shall be responsible for placing the important historical documents of the Division into permanent storage located in the Iowa State Division of Records, State Archives. The Chair shall be the Division Archivist.
  - ii) Audit Committee, consisting of at least three members, shall audit the accounts of the Secretary/Treasurer and report to the Division at the annual meeting.
  - iii) Awards Committee, consisting of at least four members plus the President-Elect serving as Chair, shall solicit nominations for Divisional awards and present recommendations to the Governing Board of the Division.
  - iv) Communications Committee, consisting of at least two members, shall provide development, content management and maintenance services of the NCD website and other electronic communication vehicles.
  - v) Continuing Education Committee, consisting of at least four members, shall be responsible for the promotion and coordination of workshops and other educational projects of the Division. The Chair also will serve on the Continuing Education Committee of the Society.
  - vi) Membership Committee, consisting of a Chair and one member from each Chapter in the Division plus the First Vice-President as an *ex officio* member, shall undertake to maintain current membership and recruit new members. The Chair will serve on the Membership Committee of the Society.
  - vii) Newsletter Committee, consisting of a representative from each Chapter and shall be chaired by the Newsletter Editor, shall prepare and distribute the Division newsletter, as well as assist in the selection of the Best Communications Award.
  - viii) Nominating Committee, consisting of at least five members, shall recommend a slate of candidates for the offices of the Division, as well as for the Division Representative to the Society Nominating Committee, and that shall assist in conducting the Division's elections. The Immediate Past-President shall serve as Chair.
  - ix) Resolutions Committee, consisting of at least five members, shall draft and recommend to the Division such resolutions considered prudent or necessary in

the furtherance of the purposes of the Division. The Chair also will serve on the Resolutions Committee of the Society. The retiring Chair shall be responsible for ensuring appropriate and prompt distribution of all resolutions adopted during his/her term.

- x) Student Affairs Committee shall help the Division in recruiting and maintaining student members and shall assist in implementing other student-related activities within the Division. The Chair will be a student in good standing at some college or university within the geographic boundaries of the Division. The Chair will serve on the Division Membership Committee.
4. Technical Committees promote resource conservation and enhancement within the Division and to serve as the focal point for the collection and dissemination of information concerning important resource issues and are organized to deal with topical areas addressing issues relating to taxonomic, habitat, or technical orientation.
- a) New technical committees are proposed by the President as a special committee and given a "proposed" status until sufficient activity has warranted full establishment and a change in the bylaws. An existing technical committee that has been inactive for a period of more than five years is eligible for deactivation through a change in the Bylaws. Inactive technical committees with a non-zero balance in the Division financial accounts will surrender the balance to the Division.
  - b) Each technical committee shall have a Chair and a Chair-Elect (that ascends to the Chair) and one official representative from each Chapter appointed by the President, following recommendations from the committee membership. The rest of the membership of Division technical committees is open to any member of the Division and may include persons from outside the Division as associate members, all of whom are not officially appointed and may serve as long as each individual desires.
  - c) The Division has established the following technical committees.
    - i) Centrarchid Technical Committee encourages and coordinates research leading to the development of functional management strategies toward the wise use of centrarchid stocks, to advance the knowledge of centrarchid ecology, to improve culture techniques, and to provide a forum in which pertinent data and technologies can be exchanged within the scientific community and among user groups.
    - ii) Esocid Technical Committee encourages and coordinates research leading to the development of functional management strategies toward the wise use of esocid stocks, to advance the knowledge of esocid ecology, to improve culture techniques, and to provide a forum in which pertinent data and technologies can be exchanged within the scientific community and among user groups.
    - iii) Fish Culture Technical Committee promotes and educates fisheries professionals in the various techniques and principles of fish culture important to fisheries

- management, to promote cooperative research among management agencies, and to provide an avenue of communication among states and provinces of the Division.
- iv) Genetics and Biodiversity Technical Committee promotes and educates fisheries professionals in the various techniques and principles of biodiversity and genetics important to fisheries management, to promote cooperative research among management agencies, and to provide an avenue of communication among states and provinces of the Division.
  - v) Great Lakes Technical Committee promotes communication through discussion, informal presentations, symposia, and workshops to enhance the understanding of Great Lakes systems by fisheries professionals and to advocate wise use and protection of Great Lakes fisheries resources.
  - vi) Ictalurid Technical Committee provides a forum in which pertinent data and technologies can be exchanged within the scientific community and among user groups to promote conservation of ictalurid diversity and the restoration of habitats that support threatened species and to improve culture techniques and encourage coordinated research and management of ictalurid species.
  - vii) Reservoirs Technical Committee promotes communication through discussion, informal presentations, symposia, and workshops to enhance the understanding of reservoir systems by fisheries professionals and to advocate wise use and protection of reservoir fisheries resources.
  - viii) Rivers and Streams Technical Committee promotes communication through discussion, informal presentations, symposia, and workshops to help fisheries professionals learn and understand lotic systems.
  - ix) Salmonid Technical Committee encourages and coordinates research leading to the development of functional management strategies toward the wise use of salmonid stocks, to advance the knowledge of salmonid ecology, to improve culture techniques, and to provide a forum in which pertinent data and technologies can be exchanged within the scientific community and among user groups.
  - x) Walleye Technical Committee promotes research and development of functional management strategies leading to the wise use of native and introduced stocks of walleye, sauger, and their hybrids, to improve culture techniques, and to facilitate the dissemination of pertinent data and technology to both the scientific and user communities.
5. Special Committees address topics that do not fall under the responsibilities of Standing Committees.

- a) Special Committees are formed when the Division President or Governing Board decides that a formalized Division action or position is needed on some issue. The Division President creates special Committees, with no additional authorization needed.
- b) Special committees exist for one year, but may be re-appointed for subsequent years, at the discretion of the President and 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 President.

### ***Article VIII. Fees***

1. The Governing Board of the Division may levy special fees.
2. Collection of fees shall be made by the Secretary/Treasurer.

### ***Article IX. Amendment of Bylaws, Rules and Procedures***

1. The Bylaws are the defining document for the Division. It takes precedence over all other rules and procedures of the Division.
  - a) Proposed amendments to the Division Bylaws and Rules must be reviewed by the Division Governing Board prior to consideration at the Division annual meeting. Such proposed changes are to be provided to the general membership, via the newsletter, website or email, for a review period of 30 days. Passage of an amendment requires a 2/3 majority of those voting at either the annual meeting or during a 14-day electronic voting period.
  - 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 do not take effect until the Executive Director has sent written notice of their approval by the Governing Board.
  - d) Amendments may be proposed and considered in the following ways may be presented at the annual meeting if they have been provided to the membership at least 30 days before that meeting and if they have been proposed either by 3/4 vote of the Governing Board or a validated petition signed by at least 50 Active Members.
2. Rules are the next highest level of documentation of Division operations. They are generally established to facilitate the conduct of Division business. They may be suspended or amended as follows.

- a) Rules may be suspended during a Governing Board meeting until the next annual or special Division meeting by a 2/3 majority of the Governing Board.
  - b) Rules may be suspended for the duration of a Division meeting by a 2/3 majority of Active Members voting at an annual or special meeting.
  - c) Rules may be amended by a simple majority of Active Members voting at an annual or special Division meeting.
3. Procedures are the lowest level of documentation of Division operations. They are generally established to provide continuity in the conduct of Division business. Procedures consist of formal policy voted upon and approved during the Division annual business meeting. The manual describes the general structure and operation of the Division.
- a) Changes to the procedural manual are amended by a simple majority vote during the annual business meeting or following a 30-day review followed by a minimum 14-day electronic voting period.

## **Rules**

Rules are established to facilitate the conduct of Division business. Procedures for amending or suspending Rules are specified in Article IX of the Bylaws.

### 1. Order of Business

The agenda for an annual Society business meeting shall include, but need not be limited to, the following items.

- a) Call to order by the President
- b) Determination of quorum
- c) Introduction of guests and visitors
- d) Approval of minutes
- e) Address of the President
- f) Financial report
- g) Report of the Resolutions Committee
- h) Report of the Nominating Committee
- i) Other Committee reports
- j) Other old business
- k) New business
- l) Adjournment

### 2. Resolutions

Resolutions shall be introduced at an annual or special Division business meeting by the Chair of the Resolutions Committee or a designated representative. General resolutions of broad regional interest to be considered by the Division, including any that Chapters may have approved and wish to nominate for Division action, must be submitted in writing to the Resolutions Committee Chair at least 30 days before the annual meeting or prior to an electronic vote. Internal resolutions that concern the Division may be submitted to the Chair at any time and need not be approved by the Governing Board prior to presentation to the membership. External resolutions must be determined to be relevant and appropriate by the Governing Board before presentation to the membership for review or a vote.

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(Revised December 1988, December 1994, March 1997, March 2005, March 2010)

# PROCEDURES OF THE NORTH CENTRAL DIVISION, AMERICAN FISHERIES SOCIETY

## ***DUTIES OF OFFICERS***

Leadership of the American Fisheries Society (Society) North Central Division (Division) is vested in five officers in accordance with the Bylaws of the Society: President, President-Elect, First Vice-President, Secretary/Treasurer, and the Immediate Past-President. Nominees for officers shall be members of the Society in good standing and shall have attended an annual meeting of the Division in one of three years preceding their nomination. The officers shall be elected by electronic ballot prior to the Division annual meeting. The President, President-Elect, and the Secretary/Treasurer shall assume office immediately after the conclusion of the next AFS annual meeting. The President and President-Elect shall serve for one year and the Secretary/Treasurer shall serve for two years. The First Vice-President shall take office at the Division annual meeting following the election and shall serve until the conclusion of the next Society annual business meeting, at which time that office shall convert to the office of President-Elect.

### **President**

Purpose: To oversee all aspects of Division operation.

Duties:

1. Plans and presides at annual Division meeting. Since Division meetings are generally held in conjunction with the annual Midwest Fish and Wildlife Conference, coordinate activities with appropriate Steering Committee representatives.
2. Represents the Division as a voting member of the Society Governing Board, by attending annual meetings, preparing reports, and performing all duties as described in the AFS Procedure Manual. If unable to attend a Society Governing Board meeting, the president may designate the Immediate Past-President, First Vice-President, or Secretary/Treasurer as an alternate. Written notice must be given to the Executive Director, according to the Society Constitution, prior to the meeting.
3. Chairs the Division's Governing Board, holds meetings, and seeks advice as needed.
4. Fully informs the President-Elect of Division activities so that, if the need arises, that officer can competently perform the duties of the President.
5. Appoints chairpersons and members of all Division Standing Committees at the annual Division meeting, if possible.

6. Establishes desired special committees and appoints chairpersons and members at the annual Division meeting, if possible. Creates other committees as needed.
7. Communicates regularly with the Division Officers, Committee Chairpersons, and Chapter Presidents to ensure that they are actively pursuing their responsibilities. Solicits written reports from Committees and Chapters for summarization to the Society Governing Board and Division Governing Board.
8. Attends as many Chapter and Technical Committee meetings as practical.

### **President-Elect**

Purpose: To assist the President in overseeing Division operations.

Duties:

1. Assumes the duties of President if the current President is unable to complete the term of office.
2. Works closely with the President so that Division activities will continue smoothly in the next year.
3. Serves as a voting member of the Society Governing Board, including attending annual meetings and performing all duties as described in the AFS Procedure Manual. If unable to attend a meeting of the Society Governing Board, the President-Elect may designate the Immediate Past-President, First Vice-President or the Secretary-Treasurer as an alternate. Written notice must be given to the Executive Director prior to the meeting, according to the Society Constitution.
4. Serves as a voting member of the Division Governing Board.
5. Work with the other Division officers to assemble an annual work plan. The plan should be together by mid-year to allow time for review by the Division Governing Board prior to their approval at the annual meeting.
6. Serves as Chair of the Division Awards Committee.
7. Anticipates necessary committee appointments so that they can be made at the time of the annual Division meeting.
8. Organizes and presides over Past-President Luncheon at the Midwest Fish and Wildlife Conference.



## **First Vice-President**

Purpose: To learn the functions and operation of the Division, including the identity and role of the key leadership positions, the Society, and the Society's Governing Board.

Duties:

1. Assumes the duties of the President-Elect if the latter is absent or unable to act.
2. Serves as an *ex-officio* member of the membership committees.

## **Secretary/Treasurer**

Purpose: To keep the official records of the Division, conduct its correspondence, and collect and be custodian and disbursing officer of all moneys generated under authority of Division Bylaws and Rules.

Duties:

1. Prepares and distributes to Governing Board members minutes of Annual, Governing Board, and any other business meetings of the Division. Sends minutes of annual Division meeting to AFS Executive Director within 30 days after that meeting. Takes attendance at meetings and determines if a quorum is present.
2. Prepares correspondence as requested by Division officers.
3. Serves as a voting member of Division Governing Board.
4. Keeps on file old minutes, bylaws, correspondence, reports, and other necessary items. At appropriate intervals, sends past files to Division Archivist.
5. Sends all resolutions to proper parties in timely manner.
6. Orders Past-President's plaque, other plaques and award certificates as requested.
7. Receives, holds, invests, and disburses funds as needed for the Division, as approved by Society and Division Bylaws and Rules. This includes management of any funds generated by or used by any committees of the Division.
8. Maintains financial records in standard accounting format for review by Society and Division officers as needed or required.

9. Prepares an annual financial report and submits it to the auditing committee or other accounting review group within the Division as required. Submits a financial report at the annual Division meeting.
10. In conjunction with the President, President-Elect, and others who may be designated by the President, develops a proposed budget for the next year.

### **Immediate Past-President**

Purpose: To provide continuity through advice and experience to new officers and to the Division Governing Board.

Duties:

1. Serves as a voting member of the Division Governing Board.
2. Conducts the early portion of the Division Business meeting (Introduction, Quorum, Summary of Past Year) and presents gavel to incoming president.
3. Undertakes special assignments at the direction of the Division President.
4. Serves as Chair of Division Nominating Committee.

### **NCD Representative to the AFS Nominating Committee**

Purpose: To participate in preparation of a slate of candidates for the Society offices of Second Vice-President, First Vice-President, and President-Elect.

Duties: Provides divisional representation as member of the Division Nominating Committee.

## ***STANDING COMMITTEES***

Standing Committees are permanent committees established through the Bylaws of the Division. Currently, the Division has eleven Standing Committees.

### **Archives Committee**

Charge: To place the important historical documents of the Division into permanent storage located in the Iowa State Division of Records, State Archives.

Makeup: One person who is an employee of the Iowa Department of Natural Resources, Fisheries Bureau.

Duties:

1. Assures that submitted documents from the Division are placed into permanent storage and retrieve these documents upon request.
2. Provides an annual report of committee activities to the President for the Annual Meeting of the Division.

### **Audit Committee**

Charge: To audit the accounts of the Secretary/Treasurer and report to the Division at the annual meeting.

Makeup: Three members of the Division in good standing.

Duties:

1. Review Division financial ledgers for sound fiscal practices and recommend appropriate accounting practices.
2. Provide an annual report of committee activities to the President for the Annual Meeting of the Division.

### **Awards Committee**

Charge: To solicit and judge nominations for the Division awards: Most Active Chapter, Most Active Student Subunit, Best Communications, Meritorious Service, and Excellence in Fisheries Science. The committee may also assist in the judging and award process for other Division awards, such as the Joan Duffy Student Travel Award.

Makeup: The Division First Vice-President serves as Chair and the duties continue into term as President-Elect. The committee is comprised of at least four members solicited from Division Chapters.

Duties of Chair:

1. Assume position at the Midwest Fish and Wildlife Conference. Discusses role of the committee with the previous Chair and Division President.
2. Solicit members for the Awards Committee to get at least one representative from each Chapter.

3. Develop a brief Call for Nominations and associated Nomination Forms for awards by early January for distribution to Chapter Presidents and newsletters. The deadline for nominations should be no later than mid-summer (typically, deadlines are in early July).
4. Respond to inquiries about the awards.
5. Accept completed nomination forms.
6. Distribute nomination materials to committee members by mid-August. Directions on how to judge and rank the nominations and a judging form should accompany the materials. Requests that judgments be returned to Chair within a month.
7. Tally the committees' judging forms and determine the winner of each award. The Chair does not judge nominees except in the case of a tie.
8. Prepare a Committee report for the Division Governing Board meeting at the upcoming Midwest Fish and Wildlife Conference to notify members of the winners.
9. Prepare a brief citation that describes the winners to be read at the award presentations.
10. Notify all those who made nominations about how their candidate fared and sends copies of letters to Division President.
11. Notify the winners of the awards and sends copies of letters to Division President. Notifications need to occur by October so winners can arrange travel to attend the annual meeting to receive their award.
12. Retain nomination materials for unsuccessful candidates for consideration by the Awards Committee for the subsequent year.
13. Prepare and send a memo or letter thanking the Awards Committee members for their efforts.
14. Prepare brief press releases about the winners and send copies to Fisheries, The Mainstream, and to the hometown newspapers of the winners after the December meeting.
15. Work with the Division Secretary/Treasurer to order all necessary awards certificates and plaques from the Society.
16. Attend the Midwest Fish and Wildlife Conference in early December to provide reports on Awards Committee activities at the Division Governing Board and Business meetings and assist Division President in presenting awards. Meet with new Awards Committee Chair to discuss Committee activities for the upcoming year.

17. Provides an annual report of committee activities to the President for the Annual Meeting of the Division.

Duties of Committee:

1. Determine if each nominee is qualified for the award. (The Division is not required to give an award if none of the nominees are qualified.)
2. Rank each of the qualified candidates according to instructions provided by the Chair and return judging forms to the Chair.

Description of Awards:

Most Active Chapter

Two awards may be presented – Large Chapter and Small Chapter (size based upon Society's Chapter Award criteria). These awards will be given to the Division Chapter(s) that has carried out the most active program of enhancing professionalism and fisheries science over the past year. Members are encouraged to nominate their own Chapter.

Most Active Student Subunit

This award will be given to the Division student subunit that has carried out the most active program in developing interest among undergraduate and graduate students in fisheries science and fulfilling the mission of the Society. Most often members will nominate their own subunit.

Best Communications

This award will be given to the Division Chapter that has developed the most efficient, useful, and attractive newsletter and website to disseminate information to its members.

Meritorious Service Award

This award will recognize extraordinary service to the Society by a Division member. Nominations may be based on a single outstanding achievement or a variety of service activities, and may include the Chapter, Division, Section, or Society level. In the nomination, evidence must be presented that this service has gone beyond the routine and that it has made a genuine and lasting contribution to the betterment of the Society.

Fisheries Excellence Award

This award will be given to a Division member who has made an outstanding contribution to fisheries science or management. This contribution may be a single activity or a collection of achievements over the individual's career. Former Division members may be nominated if most of their work occurred while they were Division members.

### Joan Duffy Student Travel Award

One award is given to a student from each Division Chapter for travel to the Midwest Fish and Wildlife Conference. Each Chapter is responsible for selecting their respective recipient and forwarding such information to Division Award Committee Chair prior to annual meeting. The Division matches Chapter student travel awards up to \$200. Students will be honored and checks presented during the Division Business Meeting.

The Joan Duffy Endowment Strategy can be found in Appendix A.

### Janice Lee Fenske Memorial Award

The Fenske Award represents a unique collaboration among the Society, Division and respective Chapters, The Wildlife Society North Central Section and respective Chapters, and the Midwest Fish and Wildlife Conference. For this award, up to 25 outstanding graduate and undergraduate students majoring in fisheries or wildlife management will be selected, formally recognized for their achievements, and invited to attend an exclusive breakfast held during the Midwest Fish and Wildlife Conference in honor of the late Jan Fenske. The breakfast provides a unique opportunity for students to meet and closely network with many fish and wildlife leaders from around the region. Two students, one majoring in fisheries management and one majoring in wildlife management, will be presented with a Fenske Memorial Award that includes a scholarship of \$500. The two winners of the Fenske Memorial Award will be selected based on the characteristics that made Jan a remarkable fisheries biologist, including enthusiasm to protect fisheries and wildlife resources through management activities, selflessness and motivation to teach others, interest in professional involvement, and integrity, positive attitude, and compassion. For more information, please visit the Michigan Chapter website [http://www.fisheries.org/units/miafs/jfenske\\_award.html](http://www.fisheries.org/units/miafs/jfenske_award.html).

Examples of Judging Criteria, Forms and Awards are in Appendix A

### **Best Paper and Poster Awards Sub-Committee**

Charge: To assist the Steering Committee in evaluating and awarding the best papers and posters presented at the Midwest Fish and Wildlife Conference each year in the following four categories: Best Open Platform Paper, Best Student Platform Paper, Best Open Poster Paper and Best Student Poster Paper.

Makeup: A membership of at least 10-15 people is recommended. It is important to solicit a sufficient number of members so that all the papers can be attended by at least 2-3 individuals. This membership should be widely distributed both in geographic and in affiliation backgrounds so that not only universities, but agencies and other organizations are also represented.

Duties of Chair:

1. Solicits committee members.

2. Establishes evaluation criteria. (Example in Appendix B)
3. Ranks each paper after the evaluations are turned in.
4. Ultimately decides on the best paper in each category.
5. Submits the names of winners to the Award Committee Chair (First Vice-President) who orders the certificates.
6. Provides an annual report of committee activities to the President for the Annual Meeting of the Division.

Duties of Committee:

1. Attend the Midwest Fish and Wildlife Conference and the papers that they have agreed to evaluate.
2. Rank evaluations on a score sheet provided by the committee Chair, and turn in those evaluations to the Chair afterwards.
3. If requested, provide advice on the final evaluation of each candidate.

**Communications Committee**

Charge: To facilitate communication among Division members by management and frequent updating of the Division website.

Makeup: Ideally, more than one person with web development and content management skill to provide redundant backup and ensure continuity of service to members.

Duties of Co-Chairs:

1. Communicates with committee members and members of the Governing Board.
2. Gathers information pertinent to Division members.
3. Compiles information and posts on the Division website.
4. Maintains and updates website as needed and in consultation with the Division Governing Board.
5. Manages a budget for updating website.
6. Coordinates judging with the President-Elect for the Best Communications Award each year. Judging criteria are in Appendix A.

7. Keeps Division officers informed of committee activities and progress.
8. Provides an annual report of committee activities to the President for the Annual Meeting of the Division.

Duties of Committee:

1. Provide pertinent information to the Chairperson including Chapter activities, aquatic resource issues and other topics.

### **Continuing Education Committee**

Charge: To Promote and conduct activities that educate fisheries professionals in the Division beyond formal university training.

Makeup: One Chairperson and any number of interested Division members.

Duties of the Chair:

1. Coordinates the work of the committee to meet its charge in a timely manner.
2. Keeps Division officers informed of committee activities and progress.
3. Provides an annual report of committee activities to the President for the Annual Meeting of the Division.
4. May be appointed to serve as divisional representative on the Society Continuing Education Committee

Duties of Committee:

1. Plan and develop future continuing education projects such as training workshops.
2. Participate in the execution and administration of committee activities such as workshops and training sessions. This includes everything from logistical support such as making room and space arrangements, transportation, meals, etc., to obtaining support funding, to locating training specialists and/or guest speakers.
3. Coordinate and assist with any continuing education projects of Division Technical or Special Committees.
4. Express ideas and suggestions for future committee responsibilities and activities.
5. Pass list of continuing education projects on to the incoming committee Chair.



## **Membership Committee**

Charge: To promote membership in the Society and in the Division, to encourage retention of members, and to facilitate the conveyance of information to and from the Division and its Chapters.

Makeup: A Chair, representatives from each Chapter (either Membership Chairs or Chapter Presidents), and the current Chair of the Division Student Affairs Committee.

Duties of Chair:

1. Shares information from the Division with the Chapters, offers assistance when possible, and stimulates the exchange of ideas.
2. Coordinates the work of the committee to meet its charge in a timely manner.
3. Keeps Division officers informed of committee activities and progress.
4. Serves on the Society Membership Committee.
5. Provides an annual report of committee activities to the President for the Annual Meeting of the Division.

Duties of Committee:

1. Provide feedback to the Chair on success of efforts.
2. Share any recruitment efforts, or ideas about recruitment and retention of members, with the Chair.
3. Recruit new members.

## **Newsletter Committee**

Charge: To facilitate communication among Division members by soliciting and assembling a newsletter for distribution to members twice annually.

Makeup: Mainstream Editor serves as Chair with Chapter newsletter editors as committee members.

Duties of Chairs:

1. Communicates with committee members and members of the Governing Board.
2. Gathers information pertinent to Division members.

3. Compiles information and produces a newsletter on a schedule agreed upon with the Governing Board and submits the newsletter for posting on the website.
4. Coordinates judging with the President-Elect for the Best Communications Award each year. Judging criteria are in Appendix A.
5. Keeps Division officers informed of committee activities and progress.
6. Provides an annual report of committee activities to the President for the Annual Meeting of the Division.

Duties of Committee:

1. Provide pertinent information to the Chairperson including Chapter activities, aquatic resource issues and other topics.

**Nominating Committee**

Charge: To obtain a slate of qualified applicants for the three offices, provide the candidate information to Division members using the fall newsletter or email, and oversee the voting process.

Makeup: The Immediate Past-President, who acts as Chair, and four additional Division members.

Duties of Chair:

1. Solicits nominations from the committee members and provides appropriate guidelines for the nomination process.
2. Has the committee members select the final two candidates for each of the following offices:
  - a) First Vice-President
  - b) Secretary/Treasurer
  - c) Representative to Society Nominating Committee
3. Submits the final nomination for officer candidates and their biographical sketches to be published in the newsletter, website, and/or distributed via email for the final vote by Division membership.
4. Oversees the voting process and keeps Division officers informed of committee activities and progress.
5. Provides an annual report of committee activities to the President for the Annual Meeting of the Division.

Duties of Committee:

1. Submit up to two nominations for each office.
2. Contacts the individuals they want to nominate to:
  - a) Determine if the individual wishes to be considered for the position.
  - b) Have the candidate prepare a biographical sketch in which they discuss why they wish to run for office, their qualifications, and their visions for where the Division should be headed.
3. To provide the Chair with these biographies to be sent out to all Committee members along with ballots.

Guidelines:

1. Nominees for officers shall be members in good standing and shall have attended an annual meeting of the Division in one of three years preceding their nomination or shall have served on the executive committee of the Division, as a technical committee Chair, or as member of a standing Division committee during one of three years preceding their nomination.
2. All Committee Members, including the Chair, can nominate up to two candidates for each office giving a maximum of ten candidates for each position. Members of the Nominating Committee are ineligible as candidates for office.
3. The Chair will compile a list of nominations and return the ballot to the Committee members. Each Committee member shall vote for three of the candidates by assigning three points to the first preference, two points to the second choice, and one point for third choice.
4. The Chair will evaluate the votes to determine the top two candidates based on the highest total points. Total point ties for first and second, or second and third positions go to the candidates with the greatest number of first place votes. If a tie cannot be resolved by this procedure, a second vote will be required for only the tied candidates.

**Resolutions Committee**

Charge: To draft resolutions, screen and edit resolutions submitted by officers, members, or Chapters, and present a slate of resolutions for vote at the Division Annual Meeting. The two types of resolutions include internal resolutions, which relate entirely to Society matters, and external resolutions, which relate to regional issues outside of the Society.

Makeup: Four members, to include the Chair.

#### Duties of Chair:

1. Receives proposed resolutions from any Society member or Chapter representative. Internal resolutions may be received at any time; external resolutions must be received by the Chair at least 30 days before the Annual Meeting.
2. Solicits resolutions from subunit representatives and committee Chairs in the fall.
3. Reviews proposed resolutions to determine that they meet the criteria as described in the "Procedures for Submitting, Considering, and Implementing Resolutions" established by AFS.
4. Obtains background information from the originator of a resolution in order to evaluate the accuracy and importance of the resolution.
5. Submits all proposed resolutions to the Governing Board along with vote of the Resolutions Committee for Governing Board decision on which resolutions to present to the membership at the Annual Meeting.
6. Presents resolutions to the membership at the Annual Meeting and opens debate on each resolution by moving acceptance of the resolution. (Note: Although the Chair presents the resolution, she/he is not obligated to defend or speak in favor of the resolution.)
7. Is prepared to put into proper format any resolutions introduced by members at the Annual Business Meeting.
8. Keeps Division officers informed of committee activities and progress.
9. Provides an annual report of committee activities to the President for the Annual Meeting of the Division. The report should include all resolutions approved by the committee members.
10. Serves as divisional representative of Society Resolutions Committee

#### Duties of Committee:

1. Vote on all proposed resolutions to determine which should be recommended for consideration by the membership.

#### **Student Affairs Committee**

Charge: To increase student awareness and involvement in the Division and its Chapters.

Makeup: Chair, Co-Chair and any interested Division members.

#### Duties of the Chair:

1. Maintains a high level of student interest in the activities of the Division.
2. Helps committee members to increase student involvement in the activities of the Division and its Chapters.
3. Organizes and presides at the annual meeting of the Student Affairs Committee at the Midwest Fish and Wildlife Conference.
4. Keeps Division officers informed of committee activities.
5. Provides an annual report of committee activities to the President for the Annual Meeting of the Division.
6. Serves on the Division Membership Committee

#### Duties of Committee:

1. Assist the Chair and Co-Chair in recruiting and maintaining student members into the Division.
2. Assist in providing information about educational and career opportunities for fisheries professionals to members of the Division.
3. Assist Chapters in promotion and selection of Division student awards. Including travel awards (Joan Duffy, Clemens-Rigler) and outstanding student awards (Janice Fenske Memorial Award).

## ***TECHNICAL COMMITTEES***

The purpose of technical committees is to promote resource conservation and enhancement within the Division and to serve as the focal point for the collection and dissemination of information concerning important resource issues. Technical committees are organized to deal with topical areas addressing issues relating to taxonomic, habitat, or technical orientation. Each Technical Committee shall have a Chair and a Chair-Elect (who ascends to the Chair) who are appointed by the Division President, following recommendations from the committee membership. The membership of Division Technical Committees is open to any member of the Division and may include persons from outside the Division as associate members, and does not require any official appointment. As such, membership in a Technical Committee lasts as long as each individual desires.

## **Centrarchid Technical Committee**

Charge: To encourage and coordinate research leading to the development of functional management strategies toward the wise use of centrarchid stocks, to advance the knowledge of centrarchid ecology, to improve culture techniques, and to provide a forum in which pertinent data and technologies can be exchanged within the scientific community and among user groups.

Makeup: Any Division member interested in centrarchids, including one official representative from each Chapter in the Division. Members elect a nominee for Chair and Co-Chair. Division President will appoint these individuals as Committee Chair and Co-Chair unless unusual circumstances dictate otherwise. Members will elect a Committee Secretary. The Division Secretary/Treasurer serves as Treasurer for the Technical Committee. Society members from other Divisions may participate in Technical Committee activities as associate (non-voting) members.

### Duties of the Chair:

1. Presides over committee meetings
2. Handles communications and coordinates meetings.
3. Ensures that the activities of the committee follow the mission statement and meet the needs of the membership and the Division.
4. Keeps Division officers informed of committee activities.
5. Provides an annual report of committee activities to the President for the Annual Meeting of the Division.

### Duties of the Committee:

1. Keep other members and user groups informed of developments in centrarchid management and research within the Division.
2. Encourage and initiate new technologies for improving centrarchid resources.
3. Assist the Chair with administrative duties as needed.
4. Help develop periodic symposia in this topic area at the Midwest Fish and Wildlife Conference.

## **Esocid Technical Committee**

**Charge:** To encourage and coordinate research leading to the development of functional management strategies toward the wise use of esocid stocks, to advance the knowledge of esocid ecology, to improve culture techniques, and to provide a forum in which pertinent data and technologies can be exchanged within the scientific community and among user groups.

**Makeup:** Any Division member interested in esocids, including one official representative from each Chapter. Members elect a nominee for Chair and Co-Chair. Division President will appoint these individuals as Committee Chair and Co-Chair unless unusual circumstances dictate otherwise. Co-Chair will serve as Committee Secretary. Terms of office will be for one year from time of appointment (December to December). The Division Treasurer serves as Treasurer for the Technical Committee. Society members from other Divisions may participate in Technical Committee activities as associate (non-voting) members.

**Duties of the Chair:**

1. Coordinates Committee activities with the Co-Chair and other committee members. Nominates a Co-Chair at the annual summer meeting, for approval of the Division President. It is important that the Co-Chair be involved so that person will be prepared to assume the Chair responsibilities.
2. Ensures that the activities of the Committee follow the mission statement and meet the needs of the membership and the Division.
3. Plans and presides at both the business meeting held at the Midwest Fish and Wildlife Conference and the annual meeting held during the summer. Handles communications associated with each of these meetings. Notifies members of dates and agenda for the annual meeting with a letter by April 1 and publishes a notice in *Fisheries* and the *Mainstream*. Prepares a letter of thanks for guest speakers and other honorees. Ensures bills are paid at the end of the meeting.
4. Keeps Division officers, Chapter officers and Chapter representatives informed of committee activities.
5. Provides an annual report of committee activities (briefing book report) to the President for the Annual Meeting of the Division.

**Duties of the Co-Chair:**

1. Works closely with and learns the duties of the Chair to ensure smooth transition at the end of the year or in the event that the Chair cannot complete his/her tenure.
2. Serves as committee secretary.

**Duties of the Committee:**

1. Keep other members and user groups informed of developments in esocid management and research within the Division.
2. Encourage and initiate new technologies for improving esocid resources.
3. Assist the Chair with administrative duties as needed.
4. Help develop periodic symposia in this topic area at the Midwest Fish and Wildlife Conference.

### **Fish Culture Technical Committee**

Charge: To promote and educate fisheries professionals in the various techniques and principles of fish culture important to fisheries management, to promote cooperative research among management agencies, and to provide an avenue of communication among states and provinces of the Division.

Makeup: Any Division member interested in fish culture. Each Chapter provides one official representative. Members elect a nominee for Chair and Co-Chair. Division President will appoint these individuals as Committee Chair and Co-Chair unless unusual circumstances dictate otherwise. Members will elect a Committee Secretary. The Division Treasurer serves as Treasurer for the Technical Committee. Society members from other Divisions may participate in Technical Committee activities as associate (non-voting) members.

Duties of the Chair:

1. Facilitates and organizes activities of the committee, including all committee meetings.
2. Keeps Division officers informed of committee activities.
3. Provides an annual report of committee activities to the President for the Annual Meeting of the Division.

Duties of the Committee:

1. Attend the annual meeting and participate in committee seminars and workshops.
2. Participate in committee responsibilities and activities.
3. Reply to and stay in contact with the committee Chair on items that require immediate action.
4. Help develop periodic symposia in this topic area at the Midwest Fish and Wildlife Conference.



## **Genetics and Biodiversity Technical Committee**

Charge: To promote and educate fisheries professionals in the various techniques and principles of biodiversity and genetics important to fisheries management, to promote cooperative research among management agencies, and to provide an avenue of communication among states and provinces of the Division.

Makeup: Any Division member interested in genetics. Each Chapter provides one official representative. Members elect a nominee for Chair and Co-Chair. Division President will appoint these individuals as Committee Chair and Co-Chair unless unusual circumstances dictate otherwise. Members will elect a Committee Secretary. The Division Treasurer serves as Treasurer for the Technical Committee. Society members from other Divisions may participate in Technical Committee activities as associate (non-voting) members.

### Duties of the Chair:

1. Facilitates and organizes activities of the committee, including all committee meetings.
2. Keeps Division officers informed of committee activities.
3. Provides an annual report of committee activities to the President for the Annual Meeting of the Division.

### Duties of the Committee:

1. Attend the annual meeting and participate in committee seminars and workshops.
2. Participate in committee responsibilities and activities.
3. Reply to and stay in contact with the committee Chair on items that require immediate action.
4. Help develop periodic symposia in this topic area at the Midwest Fish and Wildlife Conference.

## **Great Lakes Technical Committee**

Charge: To promote communication through discussion, informal presentations, symposia, and workshops to enhance the understanding of Great Lakes systems by fisheries professionals and to advocate wise use and protection of Great Lakes fisheries resources.

**Makeup:** Society members interested in the Laurentian Great Lakes. Each Chapter provides one official representative. Members elect a nominee for Chair and Co-Chair. Division President will appoint these individuals as Committee Chair and Co-Chair unless unusual circumstances dictate otherwise. Members will elect a Committee Secretary. The Division Treasurer serves as Treasurer for the Technical Committee. Society members from other Divisions may participate in Technical Committee activities as associate (non-voting) members.

**Duties of the Chair:**

1. Presides over committee meetings.
2. Handles communication among members between meetings.
3. Keeps Division officers informed of committee activities.
4. Provides an annual report of committee activities to the President for the Annual Meeting of the Division.

**Duties of Committee:**

1. Keeps other members apprised of research, management, and policy developments with respect to Great Lakes systems.
2. Helps develop periodic symposia in this topic area at the Midwest Fish and Wildlife Conference.
3. Promotes Great Lakes communications, research and advocacy within the Division.
4. Assist the Chair with administrative duties as needed.

### **Ictalurid Technical Committee**

**Charge:** To provide a forum in which pertinent data and technologies can be exchanged within the scientific community and among user groups. To promote conservation of ictalurid diversity and the restoration of habitats that support threatened species. To improve culture techniques and encourage coordinated research and management of ictalurid species.

**Makeup:** Division members interested in ictalurid fish species. The President of each Chapter in the Division shall approve one representative. The Chapter representative will serve as a voting member of the Ictalurid Technical Committee. The Chapter members and elected officers will serve as the Executive Committee. Voting members will nominate and elect a Chair, Chair-Elect and Secretary. Any member can be elected to an office. The Division Treasurer serves as Treasurer for the Technical Committee. Society members

from other Divisions may participate in Technical Committee activities as associate (non-voting) members.

Duties of the Chair:

1. Presides over committee meetings.
2. Handles communications and coordinates meetings.
3. Ensures that the activities of the committee follow the mission statement and meet the needs of the membership and the Division.
4. Keeps Division officers and committee members informed of committee activities.
5. Provides an annual report of committee activities to the President for the Annual Meeting of the Division.

Duties of the Chair-Elect:

1. Works closely with and learns the duties of the Chair to ensure smooth transitions at the end of the year or in the event that the Chair cannot complete his/her term.
2. Presides over the Committee meetings in the absence of the Chair.
3. Keeps a current database containing the addresses of Committee members.

Duties of Secretary:

1. Keeps minutes and makes a report of the Committee's meetings.
2. Keeps other records as necessary.

Duties of Committee:

1. Keeps other members and user groups informed of developments in ictalurid management and research within the Division.
2. Encourages and initiate new technologies for improving ictalurid resources.
3. Develop periodic symposia in this topic area (i.e. Midwest Fish and Wildlife Conference, International Catfish Symposia).

**Reservoirs Technical Committee**

Charge: To promote communication through discussion, informal presentations, symposia, and workshops to enhance the understanding of reservoir systems by fisheries

professionals and to advocate wise use and protection of reservoir fisheries resources.

**Makeup:** Society members interested in reservoirs. Each Chapter provides one official representative. Members elect a nominee for Chair and Co-Chair. Division President will appoint these individuals as Committee Chair and Co-Chair unless unusual circumstances dictate otherwise. Members will elect a Committee Secretary. The Division Treasurer serves as Treasurer for the Technical Committee. Society members from other Divisions may participate in Technical Committee activities as associate (non-voting) members.

**Duties of the Chair:**

1. Presides over committee meetings.
2. Handles communication among members between meetings.
3. Keeps Division officers informed of committee activities.
4. Provides an annual report of committee activities to the President for the Annual Meeting of the Division.

**Duties of Committee:**

1. Keeps other members apprised of research, management, and policy developments with respect to reservoir systems.
2. Helps develop period symposia in this topic area at the Midwest Fish and Wildlife Conference.
3. Promotes reservoir communications, research, and advocacy within the Division.
4. Assists the Chair with administrative duties as needed.

### **Rivers and Streams Technical Committee**

**Charge:** To promote communication through discussion, informal presentations, symposia, and workshops to help fisheries professionals learn and understand lotic systems.

**Makeup:** Society members interested in streams. Each Chapter provides one official representative. Members elect a nominee for Chair and Co-Chair. Division President will appoint these individuals as Committee Chair and Co-Chair unless unusual circumstances dictate otherwise. Members will elect a Committee Secretary. The Division Treasurer serves as Treasurer for the Technical Committee. Society members from other Divisions may participate in Technical Committee activities as associate (non-voting) members.

Duties of the Chair:

1. Presides over committee meetings.
2. Handles communication among members between meetings.
3. Keeps Division officers informed of committee activities.
4. Provides an annual report of committee activities to the President for the Annual Meeting of the Division.

Duties of Committee:

1. Keeps other members apprised of research and developments with respect to lotic systems.
2. Helps develop periodic symposia in this topic area at the Midwest Fish and Wildlife Conference.
3. Promotes rivers and streams work within the Division.
4. Assist the Chair with administrative duties as needed.

**Salmonid Technical Committee**

Charge: To encourage and coordinate research leading to the development of functional management strategies toward the wise use of salmonid stocks, to advance the knowledge of salmonid ecology, to improve culture techniques, and to provide a forum in which pertinent data and technologies can be exchanged within the scientific community and among user groups.

Makeup: Any Division member interested in salmonids, including one official representative from each Chapter. Members elect a nominee for Chair and Co-Chair. Division President will appoint these individuals as Committee Chair and Co-Chair unless unusual circumstances dictate otherwise. Members will elect a Committee Secretary. The Division Treasurer serves as Treasurer for the Technical Committee. Society members from other Divisions may participate in Technical Committee activities as associate (non-voting) members.

Duties of the Chair:

1. Presides over committee meetings
2. Handles communications and coordinates meetings.

3. Ensures that the activities of the committee follow the mission statement and meet the needs of the membership and the Division.
4. Keeps Division officers informed of committee activities.
5. Provides an annual report of committee activities to the President for the Annual Meeting of the Division.

Duties of the Committee:

1. Keep other members and user groups informed of developments in salmonid management and research within the Division.
2. Encourage and initiate new technologies for improving salmonid resources.
3. Assist the Chair with administrative duties as needed.
4. Help develop periodic symposia in this topic area at the Midwest Fish and Wildlife Conference.

### **Walleye Technical Committee**

Charge: To promote research and development of functional management strategies leading to the wise use of native and introduced stocks of walleye, sauger, and their hybrids, to improve culture techniques, and to facilitate the dissemination of pertinent data and technology to both the scientific and user communities.

Makeup: Society members interested in walleyes, sauger and their hybrids and their management. Each Chapter provides official representatives with one representative per state or province. Members elect a nominee for Chair and Co-Chair. Division President will appoint these individuals as Committee Chair and Co-Chair unless unusual circumstances dictate otherwise. The Division Treasurer serves as Treasurer for the Technical Committee. Society members from other Divisions may participate in Technical Committee activities as associate (non-voting) members.

Duties of Chair:

1. Ensures that the committee is holding true to its mission statement and is meeting the needs of the membership and the division.
2. Plans, arranges and presides at the business meeting held at the Midwest Fish and Wildlife Conference and the working meeting held in mid-July.
3. Keeps Division officers informed of committee activities.

4. Provides an annual report of committee activities to the President for the Annual Meeting of the Division.

Duties of Committee:

1. Meets twice per year, once in conjunction with the Midwest Fish and Wildlife Conference, and once in mid-July. State and provincial representatives are expected to attend each meeting or to send a proxy in their absence.
2. Actively participate at meetings by partaking in discussions, giving presentations when appropriate, and serve joint studies when possible.
3. Assist the Chair with administrative duties as needed.
4. Help develop periodic symposia in this topic area at the Midwest Fish and Wildlife Conference.

## ***SPECIAL COMMITTEES***

Special committees are formed by the President to meet specific needs of the Division. If deemed useful, a special committee may become a Standing Committee or a Technical Committee by amendment to the Division Bylaws.

### **Strategic Planning Committee**

**Purpose:** To review and revise as needed the strategic plan of the Division. The committee should assemble every five years. The original plan was drafted in 1995 and went in to place in December, 1996. The committee should therefore meet in 2000 with a revised plan in place one year hence, repeating this cycle every five years.

**Makeup:** This committee should be chaired by the First Vice-President of the Division. Other members include all of the Division officers. All members of the Division Executive Committee should review the plan and have ample opportunity to suggest revisions with enough time to print the final draft in the newsletter preceding the annual meeting. The final plan should be presented to the Division Governing Board and membership for approval at the annual meeting.

**Duty of Chair:** To be the primary person responsible for coordinating review and doing the revisions of the Division's strategic plan.

**Duty of Committee Members:**

To assist the Chair with the revision and review of the strategic plan.

## **General Special Committees**

Purpose: To represent the professional view of the Division on an issue.

Makeup: The committee shall be appointed by the President and should be composed of diverse viewpoints although all members should have a genuine interest in the issue.

Duties of Chair:

1. To steer the committee and assure that the committee is representative of Division professionals.
2. To establish a timetable to assure the committee actually achieves its purpose.
3. To be a self-starter and be committed to producing a final product or service that provides the most professional benefit to society professionals.

Duties of Committee:

1. Provide input and review as requested by the Chair.
2. Willing to commit enough time to make meaningful contribution



## **APPENDIX A- AWARDS COMMITTEE**

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**Nomination Form: Most Active Chapter and Student Subunit Awards**

North Central Division of the American Fisheries Society

- 1. Date:\_\_\_\_\_
- 2. Chapter or Subunit Name:\_\_\_\_\_
- 3. Number of Chapter Members or Subunit Members:\_\_\_
- 4. Officers      President:\_\_\_\_\_      Vice President:\_\_\_\_\_
- Secretary:\_\_\_\_\_      Treasurer:\_\_\_\_\_
- 5. Person making nomination (Name, Affiliation, Address, Telephone, Email):
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Signature:\_\_\_\_\_

- 6. Number and Type of Meetings:
  
- 7. Special Activities:
  
- 8. Membership Recruitment Activities
  
- 9. On an attached sheet(s), describe what makes your Chapter an active and important contributor to the Division, Society and the fisheries profession. Also, use this sheet to expand on any of the above areas. You may also attach copies of any written or printed material (letters, newsletters, fliers, newspaper, clippings, etc.) that lend support to your nomination.

## **Best Communications Award Scoring**

### **Uniqueness of Chapter Activities- 20 Points**

Reporting on normal Chapter business and activities	5
Promotions which stimulate Chapter activities and involvement by membership	10
Reporting on advocacy by membership	5

### **Variety of Coverage- 10 Points**

Environmental, political, biological subjects	5
Regional, national, or international subjects	5

### **Creativity and Originality- 15 Points**

Personality profiles, controversial issues, member editorials, guest editorials, outside perspectives

### **Concise and Substantial Articles- 10 Points**

Feature stories, syntheses, or reviews relevant to Chapter

### **Format- 35 Points**

Is layout clearly organized?	10
Are photos, artwork, graphics used, do they stand by themselves?	5
Do article headings attract readers' attention?	5
Are grammar and style correct?	5
Is the front page attractive?	5
Do figure/photo captions provide good explanations?	5

### **Timeliness- 5 Points**

Are established publication dates or deadlines met? Is the frequency of publication adequate?

### **Teamwork- 5 Points**

Is there evidence the editor provides leadership, evidence of group involvement in the production of the newsletter? Does the editor develop rapport with readers?

**Nomination Form: Meritorious Service Award**

North Central Division of the American Fisheries Society

1. Date:\_\_\_\_\_

2. Nominee (Name, Affiliation, Address, Telephone, Email):

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3. Nominator 1 (Name, Affiliation, Address, Telephone, Email):

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Signature:\_\_\_\_\_

4. Nominator 2 (Name, Affiliation, Address, Telephone, Email):

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Signature:\_\_\_\_\_

NOTE: Two nominators (with signatures) are required for this form to be valid.

5. On an attached sheet(s), provide a brief biographical sketch of the nominee.

6. On another attached sheet(s), provide a brief narrative of significant contributions made by the nominee to the American Fisheries Society at the Chapter, Division, Section, and/or Society level.

7. Attach copies of any additional materials that lend support to your nomination. You may attach a copy of the nominee's resume or vitae, but this should not be used as a substitute for items 5 or 6.

**Nomination Form: Fisheries Excellence Award**

North Central Division of the American Fisheries Society

1. Date:\_\_\_\_\_

2. Nominee (Name, Affiliation, Address, Telephone, Email):

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3. Nominator 1 (Name, Affiliation, Address, Telephone, Email):

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Signature:\_\_\_\_\_

4. Nominator 2 (Name, Affiliation, Address, Telephone, Email):

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Signature:\_\_\_\_\_

NOTE: Two nominators (with signatures) are required for this form to be valid.

5. On an attached sheet(s), provide a brief biographical sketch of the nominee.
6. On another attached sheet, provide a brief narrative of significant contribution made by the nominee to the field of fisheries.
7. Attach copies of any additional materials that lend support to your nomination. You may attach a copy of the nominee's resume or vitae, but this should not be used as a substitute for items 5 or 6.

## **Awards Committee Evaluation Form**

North Central Division of the American Fisheries Society

**Most Active Chapter Award (Large):**

[Chapter 1 name]	Qualified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Rank: __
[Chapter 2 name]	Qualified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Rank: __
[Chapter 3 name]	Qualified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Rank: __
[Chapter n name]	Qualified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Rank: __
Comments:		

**Most Active Chapter Award (Small):**

[Chapter 1 name]	Qualified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Rank: __
[Chapter 2 name]	Qualified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Rank: __
[Chapter 3 name]	Qualified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Rank: __
[Chapter n name]	Qualified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Rank: __
Comments:		

**Most Active Student Subunit Award:**

[Chapter 1 name]	Qualified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Rank: __
[Chapter 2 name]	Qualified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Rank: __
[Chapter 3 name]	Qualified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Rank: __
[Chapter n name]	Qualified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Rank: __
Comments:		

**Best Communications Award**

[Chapter 1 name]	Qualified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Rank: __
[Chapter 2 name]	Qualified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Rank: __
[Chapter 3 name]	Qualified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Rank: __
[Chapter n name]	Qualified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Rank: __
Comments:		

**Meritorious Service Award:**

[Name         ]	Qualified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Rank: __
[Name         ]	Qualified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Rank: __
[Name         ]	Qualified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Rank: __
Comments:		

**Fisheries Excellence Award:**

[Name         ]	Qualified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Rank: __
[Name         ]	Qualified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Rank: __
[Name         ]	Qualified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Rank: __
Comments:		

Your Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Return your completed form to:         Awards Committee Chair Name  
    Email address  
    FAX:

**DEADLINE: SEPTEMBER 15, 20xx**

**AMERICAN FISHERIES SOCIETY**

**Organized 1870**

**North Central Division  
Presents Its  
[Title of Award]  
(Indicate Category for paper awards)**

**To**

**Paper/Poster Awards:**

**Recipient's name  
For Her/His Paper  
"Title of presentation"  
Which He/She Presented at the xxnd Annual Midwest Fish and Wildlife  
Conference Held in xx city, xx state/province, December x - x 20xx**

**Most Active (Large/Small) Chapter/Student Subunit Award:**

**Name of Chapter  
For Promoting Professionalism among its members  
and enhancing fisheries management in [region of Chapter]**

**Best Communications Award:**

**Name of Chapter  
For the best informational activities and enhancement of communication  
among its members**

**Meritorious Service Award:**

**Name of recipient  
For [write a citation that briefly describes  
the nature of the service being recognized]**

**Fisheries Excellence Award:**

**Name of recipient  
For Outstanding Contributions  
as a Fisheries Scientist or Manager**

**NCD President's signature**

**Executive Director's signature**

**SEAL of AFS**

**December x, 20xx**

## **ENDOWMENT STRATEGY- Joan Duffy Student Travel Award**

The purpose of this endowment strategy is to establish an endowed scholarship program for student travel to the Midwest Fish and Wildlife Conference. The North Central Division of the American Fisheries Society has agreed to accept financial contributions and establish an endowed fund, to be known as the **Joan Duffy Student Travel Award**.

### ***About Joan Duffy***

On June 11, 1999, the fisheries community lost a friend and dedicated professional when Joan Duffy was killed in an automobile accident. At the time of her death, Joan was the Michigan Department of Natural Resources Southern Lake Michigan Fisheries Management Unit Supervisor. Throughout her career, Joan was a committed leader within the American Fisheries Society.

Joan became an American Fisheries Society member in 1975 and quickly assumed leadership roles in the Michigan Chapter, including Chair of the Strategic Planning Committee and Chapter President. Joan professional involvement extended to the North Central Division where she served as Secretary/Treasurer and contributed to several Technical Committees. In addition, Joan played a key role in organizing the 57<sup>th</sup> Midwest Fish and Wildlife Conference held in Detroit, Michigan in 1995 and the American Fisheries Society's 1996 annual meeting held in Dearborn, Michigan.

Joan was a strong advocate for the North Central Division student travel award program. In fact, the program was conceived while Joan was a North Central Division Governing Board member and her enthusiasm and conviction were an important catalyst in the process. As the North Central Division's Secretary/Treasurer, Joan was responsible for writing the travel award checks and presenting them to deserving students attending the Midwest Fish and Wildlife Conference. These students will never forget Joan's happiness as she handed over the awards.

Joan's commitment to the travel award came from her own experience as a student at Michigan State University. She frequently spoke of how attending professional conferences played a valuable role in her own professional development. As she progressed in her career, professional meetings and conferences remained important and Joan was even known to take personal leave to attend meetings when agency rules restricted her paid travel. Supporting student travel to professional conferences was at the core of what Joan valued and worked towards as a leader within the American Fisheries Society.

### ***Purpose and Intent of Endowment***

One award is given to a student from each North Central Division Chapter for travel assistance to the Midwest Fish and Wildlife Conference. Each State Chapter is responsible for selecting its respective recipient and forwarding the student's information to the North Central Division's Awards Chair prior to the annual conference. The North Central Division will match Chapter student travel awards up to \$200. Students will be honored and checks presented during the North Central Division Business Meeting, typically held on Monday evening during the Midwest Fish and Wildlife Conference. Interested students should contact their local Chapter for instructions on how to apply.



### ***History***

In honor of Joan's commitment to the American Fisheries Society and student attendance at professional meetings, the North Central Division renamed the student travel award program the Joan Duffy Student Travel Award in 1999. The North Central Division also pledged to establish an endowment that, when fully funded, would ensure stable funding for the award. The Michigan Chapter provided the initial contribution to the endowment fund with \$500.

### ***Fiscal Administration***

The North Central Division is committed to sponsoring the Joan Duffy Student Travel Awards until the fund reaches endowment status, or \$40,000. At \$40,000 the goal would be to expend up to 5% of the endowment per year, depending on income to the invested endowment in the previous year. The principal shall not be reduced to achieve 5%.

The North Central Division shall hold as an endowment and invest all donations contributed by others that are identified as being for the endowment. Amounts from the endowment or, in the interim, funding from the North Central Division that may be expended for Joan Duffy Student Travel Awards will be determined on an annual basis during the North Central Division's Business Meeting. Budgeted amounts that remain unspent at the end of any year will be returned to the endowment for investment. Individual donations to the endowment will be accepted through the North Central Division Secretary/Treasurer.

## **APPENDIX B- BEST PAPER AND POSTER AWARD SCORING**

### **A. Individual Components**

1. Title - Does it accurately describe the subject 5 points
2. 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 points
3. Introduction - Does it provide adequate background? 5 points
4. Methods - Are they described with appropriate detail? 5 points

### **B. Content**

1. 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, interpretation, And implications. In effect, is the presentation comprehensible by members of the audience not engaged in that particular specialty? 10 points
2. Originality - Value of the study in communicating and presenting unique or innovative methods, concepts, or interpretations. 15 points
3. Technical Merit - Consonance of interpretations with results; identification and evaluation of limitations. 10 points
4. Analytical Merit - Adequacy and appropriateness of analytical and statistical methods and study design. 10 points

### **C. Physical Presentation**

1. Delivery - Voice quality, enthusiasm, grammar, eye contact, posture and body language, pronunciation, and articulation. 15 points
2. Visual Aids - Visibility, simplicity, comprehensibility, and relevance of visual aids. 10 points

### **D. Other Considerations**

Use this category to reward unique or attractive features which do not fit exactly into other criteria (e.g., judicious and effective use of humor). It should be considered an extra, and not awarded automatically to all presentations. 5 points

### **E. Answering Questions**

Are questions handled directly and honestly? Are answers appropriate? 5 points

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

**Judge's Score Sheet for Evaluation of Oral Presentations**

## Midwest Fish and Wildlife Conference

City, State/Province, Date

Judge: \_\_\_\_\_

Author(s): \_\_\_\_\_

Paper Number: \_\_\_\_\_

<u>Criteria</u>	<u>Possible Points</u>	<u>Achieved Points</u>
Title	5	_____
Abstract	5	_____
Introduction	5	_____
Methods	5	_____
Structure and Organization	10	_____
Originality	15	_____
Technical Merit	10	_____
Analytical Merit	10	_____
Delivery	15	_____
Visual Aids	10	_____
Other Considerations	5	_____
Answering Questions	5	_____
<b>TOTAL</b>	<b>100</b>	_____

Written Comments:

## Scoring Criteria For Poster Presentations

### A. Individual Components

1. Title - Does it accurately describe the subject? 5 points
2. 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 points
3. Introduction - Does it provide adequate background, historical context, and justification for the study? 5 points
4. Methods - Are they described clearly with appropriate detail? 5 points

### B. Content

1. Structure and Organization - Is there 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, interpretation, and implications. In effect, is the presentation comprehensible by members of the audience not engaged in that particular specialty? 10 points
2. Originality - Does the study communicate unique or innovative methods, concepts, or interpretations? 15 points
3. Technical Merit - Do the interpretations and the results agree? Have limitations of study been identified and evaluated. 20 points
4. Analytical Merit - Are study design, analytical, and statistical methods adequate and appropriate. 20 points

- C. Physical Presentation - Visual Aids - Are visual aids easy to see, simple, understandable, and relevant to poster? 5 points

- D. Answering Questions - Are questions handled directly and honestly? Are answers appropriate? 5 points

### E. Other Considerations

Use this category to reward unique or attractive features which do not fit exactly into other criteria (e.g., judicious and effective use of humor). It should be considered an extra and not awarded automatically. 5 points

- F. Comments: Please provide a brief evaluation of each poster. Comments will be used to break ties.

**Judge's Score Sheet for Evaluation of Poster Presentations**  
 ## Midwest Fish and Wildlife Conference  
 City, State/Province, Date

Author(s): \_\_\_\_\_

Poster Number: \_\_\_\_\_

<u>Criteria</u>	<u>Possible Points</u>	<u>Points Awarded</u>
Title	5	_____
Abstract	5	_____
Introduction	5	_____
Methods	5	_____
Structure and Organization	10	_____
Originality	15	_____
Technical Merit	20	_____
Analytical Merit	20	_____
Visual Aids	5	_____
Answering Questions	5	_____
Note: Judges will need to attend during time scheduled for author attendance.		
Other Considerations	5	_____
<b>TOTAL</b>	<b>100</b>	_____

Written Comments:

JUDGE: \_\_\_\_\_