



**Bylaws and Officer's Manual
of the
Idaho Chapter of the American Fisheries Society**

August 7, 2008 version

Approved by the Idaho Chapter Executive Committee, Idaho Chapter Membership, and National Governing Board in 2008

INTRODUCTION

This manual contains the by-laws for the Idaho Chapter of the American Fisheries Society and also serves as the officer's manual. This document tiers to the International American Fisheries Society constitution, by-laws, procedures manual, and standing rules (found under policy at: <http://www.fisheries.org>). The Palouse Subunit and Portneuf Subunit maintain their own individual by-laws (Appendices A and B).

NATURE OF ORGANIZATION

The American Fisheries Society was founded in 1870. The Idaho Chapter of the American Fisheries Society is a local (state) chapter of the international organization. The Idaho Chapter, founded in 1963, represents over 300 fisheries and aquatic scientists in Idaho and others states.

**BY-LAWS AND OFFICER’S MANUAL OF THE IDAHO CHAPTER
OF THE AMERICAN FISHERIES SOCIETY**

Article 1 – Name, Mission, and Objectives

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

The mission of the Chapter shall be that of the Society which is “to improve the conservation and sustainability of fishery resources and aquatic ecosystems by advancing fisheries and aquatic science and promoting the development of fisheries professionals.”

The objectives of the Chapter shall be those of the Society as set forth in Article I of the Constitution.

The work of the Chapter will be to implement the mission and objectives of the Chapter.

Article 2 – Membership

The membership of the Chapter shall be composed of those Society members who have paid their current year national dues and have a desire to participate in the Chapter. Members of the university based Palouse and Portneuf student Subunits shall be recognized as Chapter members.

Article 3 – Meetings

The Chapter shall hold an annual Chapter meeting at a time and place designated by the Executive Committee (EXCOM). The program of the annual Chapter meeting shall be the responsibility of the President-Elect. The primary purpose of the annual Chapter meeting will be to carry out the work of the Chapter.

Article 4 – Officers

The officers of the Chapter shall consist of a President, President-Elect, Past-President, Vice President, Secretary, Treasurer, Nominations Chairperson, Subunit President(s), and committee Chairperson(s).

The Chapter members attending the annual Chapter meeting will elect a

Nominations Chairperson, Secretary, and Vice President. The person elected Secretary will serve for one year as Secretary and then for one year as Treasurer. The person elected Vice President will serve for one year as Vice President, one year as President-Elect, one year as President, and one year as Past-President. The transition of officers shall occur at the EXCOM meeting immediately following the annual Chapter meeting.

When an officer resigns from a position the EXCOM will develop and implement a solution that best meets the needs of the Chapter and the EXCOM. This may include appointing a qualified replacement to fill the un-expired term.

If an annual Chapter meeting is canceled, the Chapter officers shall continue to serve until the next scheduled meeting.

Article 5 – Duties of Officers

A. The President shall:

1. Preside at all meetings of the Chapter
2. Serve as Chairperson of the EXCOM of the Chapter
3. Determine the specific time and place of all EXCOM meetings
4. Prepare an agenda for and preside over all meetings of the EXCOM
5. Appoint committee chairpersons
6. Sign all Chapter correspondence to non-Chapter entities
7. Perform functions as authorized by the Chapter
8. Present a report of the Chapter's activities at the Chapter, Western Division, and International Society meetings or appoint someone to do so. Travel expenses will be reimbursed by the Chapter upon request.
9. Assign and delegate tasks to other members of the EXCOM and committee chairs as appropriate
10. Proceed to the office of Past-President at the end of the term

B. The President-Elect shall:

1. Assume the duties of the President if the President is temporarily unavailable
2. Serve on the EXCOM of the Chapter
3. Develop the program of the annual Chapter meeting
4. Perform other duties delegated by the President

5. Proceed to the office of President at the end of the term

C. The Vice President shall:

1. Assume the duties of the President-Elect if the President-Elect is temporarily unavailable
2. Serve on the EXCOM of the Chapter
3. Perform other duties delegated by the President
4. Plan the annual Chapter meeting that will be held in two years from the time of election. This includes recommending a time and place for the annual Chapter meeting to EXCOM for approval. The general location of the annual Chapter meeting will be in the following sequence: Boise area, eastern Idaho, Boise area, northern Idaho, Boise area. This schedule may be modified to accommodate division and national meetings in Idaho; however modifications must be approved by EXCOM.
5. Serve as editor of the Chapter's newsletters which are issued at least twice a year
6. Document the annual Chapter meeting with photography and synopsis and submit to *Fisheries* magazine for publication within one month of the annual Chapter meeting
7. Proceed to the office of President-Elect at the end of the term

D. The Secretary shall:

1. Assume the duties of the Treasurer if the Treasurer is temporarily unavailable
2. Serve on the EXCOM of the Chapter
3. Keep the official records of the Chapter, including minutes of Chapter and EXCOM meetings. The minutes of the annual Chapter business meeting shall be submitted to the Executive Director of the Society and to the Secretary-Treasurer of the Division within 30 days of the annual Chapter meeting.
4. Perform other duties delegated by the President
5. Manage and update the Chapter website
6. Proceed to the office of Treasurer at the end of the term

E. The Treasurer shall:

1. Assume the duties of the Vice President if the Vice President is temporarily unavailable
2. Serve on the EXCOM of the Chapter
3. Collect and disburse funds of the Chapter and be custodian for such funds
4. Present an annual summary of collections and payments to the Chapter at the business luncheon of the annual Chapter meeting, prepare and file necessary tax returns and other official documents necessary to keep the Chapter in good legal and financial standing, and maintain financial records for review by Society officers and staff as needed or required
5. Finalize all business transactions associated with the annual Chapter meeting prior to leaving the position
6. Perform other duties delegated by the President

F. The Past-President shall:

1. Serve as an ex-officio non-voting member on the EXCOM of the Chapter
2. Serve as the Awards Chairperson
3. Serve as Chairperson of Policy and Resolutions Committee when necessary
4. Perform other duties delegated by the President

G. The Nominations Committee Chairperson shall:

1. Serve on the EXCOM of the Chapter
2. Identify two candidates for the positions of Secretary, Vice President, and Nominations Committee Chairperson
3. Inform candidates of the duties associated with each position
4. Provide biographies of candidates for the newsletter prior to the election
5. Organize and conduct the election at the business luncheon of the annual Chapter meeting and announce the winners
6. Perform other duties delegated by the President

H. The Committee Chairpersons shall:

1. Develop and/or maintain a mission statement and set of goals supporting the mission statement
2. Develop an annual work plan that supports the goals
3. Provide the mission, goals, and annual work plan to the President within 30

days of the annual meeting

4. Oversee the implementation of the annual work plan with the assistance of the committee
5. Provide a progress report on the annual work plan for the fall newsletter
6. Provide a summary report of committee activities, including a report on the annual work plan, at the business luncheon of the annual Chapter meeting
7. Develop and provide current content for the committee webpage to the Secretary
8. Perform other duties delegated by the President

Article 6 – The Executive Committee

The EXCOM is the governing body of the Chapter. The EXCOM shall consist of the President, President-Elect, Vice President, Secretary, Treasurer, Nominations Chairperson, Student Subunit President(s), and Past President.

The EXCOM is authorized to act on behalf of the Chapter to carry out the work of the Chapter including expending Chapter funds and speaking on behalf of the Chapter.

With the exception of the Past President, each member of the EXCOM shall have one vote on EXCOM decisions. In the event of a tie, the President's shall be the deciding vote. The Past President serves as an ex-officio member of the EXCOM and does not have voting privileges. A quorum, meaning more than half of the voting EXCOM, is required for transaction of official business at an EXCOM meeting and a simple majority, meaning more than 50% of those attending the meeting, is required for a motion to pass.

The EXCOM shall hold meetings necessary to conduct the business of the Chapter. The specific time and place of all EXCOM meetings shall be the responsibility of the President. Required EXCOM meetings include:

- A. Evening before Annual Chapter Meeting: The purpose of this meeting is to finalize plans for the annual Chapter meeting
- B. Immediately After Annual Chapter Meeting: The purpose of this meeting is a short wrap-up of the annual meeting and to take action on issues as necessary. The annual transition of EXCOM officers will occur at the end of this meeting.

C. Fall: The purpose of this meeting is to review plans for the upcoming annual Chapter meetings; discuss Western Division and International meetings; discuss the status of Chapter and Committee action plans; and conduct other business as appropriate. This meeting will be conducted in person.

D. Monthly conference calls will be conducted as needed

Attendance at EXCOM meetings is required, when reasonably possible, by all EXCOM members. Committee chairpersons are encouraged to attend.

Article 7 – Chapter Committees

The President is authorized to appoint from members of the Chapter such committees as may be necessary to accomplish the mission of the Chapter.

Article 8 – Voting and Quorum

Chapter members may vote for Chapter Officers, resolutions, modifications to bylaws, and other items as necessary. Voting may be conducted at the annual Chapter meeting or by e-mail or standard mail. Decisions of the Chapter shall be by a simple majority, meaning more than 50%, of those members voting, except changes to the bylaws or resolutions which shall be by a 2/3 majority.

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.

Article 9 – Dues, Registration Fees, and Fundraising

The EXCOM may establish annual dues subject to approval of the members voting at the annual meeting.

The EXCOM may assess each registrant attending meetings of the Chapter a registration fee to cover the cost of the meeting. Collections shall be made by the Treasurer.

Other collections may be requested for specific programs as needed with prior approval of the EXCOM. The Chapter may also engage in fundraising activities with prior approval of the EXCOM.

Article 10 – Geographical Subunits

Due to geographical distances within the area served by the Chapter, local subunits may be established by petition from ten (10) Chapter members. Chapter approval of newly formed subunit (s) bylaws is required. Subunits must submit an annual report of activities at the business luncheon of the annual Chapter meeting.

Resolutions generated by the subunits must secure prior approval from the EXCOM of the Chapter before public release.

Article 11 – Lobbying

Since lobbying compromises the Society's 501C3 status the Chapter will not lobby. If it is unclear whether an action may be construed as lobbying, the Chapter shall contact the Society for clarification.

Article 12 – Bylaws, Rules and Procedures

The Bylaws are the defining document for the Chapter and take precedence over all other rules and procedures of the Chapter. The Bylaws can only be changed through a vote of the Chapter members. This will be done in the following manner:

- A. The EXCOM will draft the proposed change. The proposed change will then be reviewed by the parent society's Constitutional Consultant and any appropriate revisions made.
- B. The EXCOM will then vote on the proposed change. The proposed change must pass the EXCOM with a 2/3 majority before being presented to the Chapter members.
- C. Chapter members will be notified by correspondence of the proposed change and given a period of at least 30 days to review the proposed change
- D. Following the 30 day period, Chapter members will be given a period of not less than 14 days to vote on the proposed change. The proposed change must pass the Chapter members choosing to vote with a 2/3 majority.
- E. The EXCOM may, if it deems prudent, defer action on the proposed change until the annual Chapter meeting provided that Chapter members are

notified by correspondence of the proposed change and given a period of at least 30 days to review the proposed change prior the annual Chapter meeting. When a proposed change is acted upon at the annual Chapter meeting the minimum 14 day voting period may be suspended.

- F. The proposed change is then forwarded to the parent Society's Constitutional Consultant who presents the proposed change to the Society's Governing Board for approval. The proposed change takes effect when the Chapter receives written notice of the approval by the Governing Board from the Executive Director.

Rules are the next highest level of documentation of Chapter operations. They are generally established to facilitate the conduct of Chapter business, and to describe duties and responsibilities of officers and committees. They may be suspended or amended as follows:

- A. Rules may be suspended by the EXCOM until the next annual meeting by a 2/3 majority vote of the EXCOM.
- B. The Rules may be changed with a simple majority, meaning more than 50%, of Chapter members choosing to vote.

Procedures are the lowest level of documentation of Chapter operations. They are generally established to provide continuity in the conduct of Chapter business. The Procedures may be suspended or amended by a simple majority, meaning more than 50% of those voting, of the EXCOM.

Article 13 – Resolutions

The Chapter may put forth such resolutions considered prudent and necessary to further the mission of the Chapter. Resolutions shall represent the best scientific thinking and data and represent the views of the Chapter. Such resolutions are drafted and recommended to the EXCOM by the Policy and Resolutions Committee. A temporary Policy and Resolutions Committee, including the Committee Chairperson, may be appointed by the President in the event that there is not an active Policy and Resolutions Committee when the development of a resolution is being considered. This committee may consist of any members of the

EXCOM, any committee chairpersons, or any active members of the Chapter but should, insofar as practical, represent a cross-Article of Chapter members. The process for drafting and passing resolutions is as follows:

- A. The Policy and Resolution Committee drafts a proposed resolution which is then voted on by the Committee. The proposed resolution must pass the Committee with a 2/3 majority before being presented to the EXCOM. Proposed resolutions without a unanimous approval of the Committee may contain a minority report prepared by those Committee members opposing the resolution.
- B. Once the Policy and Resolutions Committee has passed a proposed resolution, including any minority report, the proposed resolution shall be presented to the EXCOM who will review the proposed resolution. The EXCOM has the authority to modify the proposed resolution.
- C. The EXCOM will then vote on the proposed resolution. The proposed resolution must pass the EXCOM with a 2/3 majority before being presented to the Chapter members.
- D. After a resolution is passed by the EXCOM, Chapter members will be notified by correspondence of the proposed resolution and given a period of at least 30 days to review the proposed resolution
- E. Following the 30 day period, Chapter members will be given a period of not less than 14 days to vote on the proposed resolution. The proposed change must pass the Chapter members choosing to vote with a 2/3 majority at which point it becomes an official resolution of the Chapter.
- F. The EXCOM may, if it deems prudent, defer action on the proposed resolution until the annual Chapter meeting provided that Chapter members are notified by correspondence of the proposed resolution and given a period of at least 30 days to review the proposed resolution prior the annual Chapter meeting. When a proposed resolution is acted upon at the annual Chapter meeting the minimum 14 day voting period may be suspended.
- G. All proposed resolutions considered by the Policy and Resolution Committee during the year, whether they are passed or not, shall be

reported at the business luncheon of the annual Chapter meeting

Article 14 – Organizational Status

The Chapter has non-profit status. The tax identification number is 52-1147128. This status requires annual response to the Idaho State Tax Commission; precludes the Chapter from lobbying; and offers access to private foundation grants.

APPENDIX A

BYLAWS OF THE PALOUSE SUBUNIT OF THE IDAHO CHAPTER OF THE AMERICAN FISHERIES SOCIETY

Amended: 23 March 2006

By:

Chris James, Ben LaFrentz, John Cassinelli, Dean Holecek, and Kellan Newberry

SECTION I. NAME AND OBJECTIVES.

1. The name of this organization shall be the Palouse Unit, a Student Subunit of the Idaho Chapter of the American Fisheries Society, hereinafter referred to as the Subunit, Chapter and Society, respectively.
2. The objectives of the Subunit shall be those of the Society as set forth in Article I of the Constitution. In addition, the Subunit also has the following objective:

Encourage the exchange of information by members of the Subunit and other interested parties residing within the state of Idaho and the eastern portion of Washington.

3. All activities of this Subunit shall conform to the Society's Constitution, Rules, and Procedures.

SECTION II. MEMBERSHIP.

1. The membership of the Subunit shall be composed of those individuals who have paid Subunit dues and/or reside within the state of Idaho or the Eastern portion of Washington.

SECTION III. MEETINGS AND VOTING.

1. The Subunit shall hold monthly meetings during the scholastic year at a time and place designated by its Executive Committee. Special meetings may be called by the President with approval of the Executive Committee.
2. Unless otherwise specified in these Bylaws or the Constitution of the Society, meetings are conducted according to the latest edition of Robert's Rules of Order.
3. Decisions at meetings are by a simple majority of attending Subunit members, except 2/3 majorities are required in special cases such as amending the Bylaws and suspending a Rule. Other less frequently used voting requirements are described in Robert's Rules of Order.
4. A quorum is required for transaction of official business and shall be three-fifths of the Subunit membership.

SECTION IV. OFFICERS.

1. The officers of the Subunit shall consist of a President, Vice-President, Secretary, Treasurer, Graduate Student Representative, Undergraduate Student Representative, and Student Affairs Council (SAC) Representative.
2. All officers must be members of the Society and the Subunit.
3. Officers shall be nominated at the March meeting by a nominating committee, appointed by the President and chaired by the Vice President. Officers shall be elected by a majority of ballots cast from Subunit members and election methods shall be determined by the Executive Committee.
4. Election of officers shall be made during the April meeting and terms of newly elected officers shall begin in May.
5. The Subunit Officers shall serve for a period of one year in their office, and shall be ineligible for re-election to the same position for a period of one year after the expiration of their term, but are eligible for all other Subunit offices.
6. In the event of a vacated position, the Executive Committee shall appoint a qualified replacement to fill the unexpired term.
7. No Subunit officer or appointed committee member of the Subunit shall receive any salary or other compensation. Expenses may be defrayed from funds available to the Subunit when authorized by the Executive Committee.

SECTION V. DUTIES OF OFFICERS.

1. President shall:
 - A. Preside at all meetings;
 - B. Serve as Chair of the Executive Committee;
 - C. Appoint all committees;
 - D. Coordinate the activities of the Subunit's standing and special committees and serve as liaison between such committees and the Executive Committee;
 - E. Represent the Subunit to the Chapter;
 - F. Conduct official correspondence for the Subunit and present reports of Subunit activities at the annual meeting;
 - G. Make such appointments and perform other duties and functions as are authorized and necessary.

2. Vice President shall:
 - A. Serve on the Executive Committee;
 - B. Serve as the chair of the Nominating Committee;
 - C. Serve as the chair of the Program Committee; and
 - D. Shall assume the duties of the President in the event of his/her absence or inability to act.
3. Secretary:
 - A. Keep the official records of the Subunit; including a registry of paid Subunit members and meeting attendance and notify Subunit members of Subunit activities;
 - D. Annually update and distribute current copies of the Subunit Bylaws to the Society's Executive Director and each member of the Subunit Executive Committee by September 1;
 - E. Conduct the election; and
 - F. Serve on the Executive Committee.
4. Treasurer
 - A. Collect and be custodian of any fees or assessments authorized by these bylaws or funds allotted to the Subunit by the Society
 - B. Disburse funds only as authorized by either the membership or Executive Committee;
 - C. Submit, at the annual Subunit meeting, the year-end report for the previous fiscal year; and
 - D. Serve on the Executive Committee.
5. Graduate Student Representative
 - A. Promote the Subunit at Graduate Student Orientation Meetings;
 - B. Serve as liaison between Subunit graduate student members, staff, faculty, and the Executive Committee; and
 - C. Serve on the Executive Committee
6. Undergraduate Student Representative
 - A. Promote the Subunit at required undergraduate courses such as NR 101 and Fish Ecology;
 - B. Serve as liaison between Subunit undergraduate student members and the Executive Committee; and
 - C. Serve on the Executive Committee;

7. Student Affairs Council (SAC) Representative
 - A. Represent the Subunit and provide a Subunit report at SAC meetings;
 - B. Report SAC activities to the Subunit; and
 - C. Serve on the Executive Committee;

SECTION VI. EXECUTIVE COMMITTEE.

1. The Executive Committee of the Subunit shall consist of elected officers, and other members as appointed by the President.
2. The Executive Committee is authorized to act on behalf of the Subunit during academic recesses.
3. A quorum is required for transaction of official business at an Executive Committee meeting. A quorum for an Executive Committee meeting shall consist of at least 2/3 of the Executive Committee members.
4. Each elected member of the Executive Committee shall have one vote on Executive Committee decisions. In the event of a tie, the President's vote shall be the deciding vote.

SECTION VII. SUBUNIT COMMITTEES.

1. Committees and Chairs of committees, except as listed in Sections V and VI of these Bylaws, shall be appointed and charged by the President. Except for Standing Committees, these Subunit committees shall cease to function upon the discharge of the duties for which they were appointed or with the end of the term of the appointing officer.
2. Standing Committees help the President and the Executive Committee conduct the Subunit's affairs, and the chairs should report their committees' activities, findings, and recommendations at Subunit meetings and interim meetings of the Executive Committee.
3. The Subunit has established the following Standing Committees:
 - A. Program Committee shall be appointed of not less than three members including the Vice President who shall be Chairperson. The Program Committee is responsible for arrangements of the programs consisting of technical papers, symposia related to fisheries, and other appropriate activities related to the fisheries field.
 - B. Nominating Committee of not less than four (4) members, including the Vice President as Chairperson, shall present to the membership a slate of candidates by the March meeting. At the March meeting, nominations from the floor will also be accepted.
 - C. Education and Outreach Committee of three (3) to five (5) members shall coordinate and organize education and outreach activities that further the goals of the Subunit (i.e. Kids Fishing Day, CNR Week, presentations to local schools, and maintaining the Subunits website).

SECTION VIII. DUES AND FEES.

1. Dues for the Subunit shall be \$5 per academic year to carry on the activities of the Subunit.

2. Changes in Subunit dues can be requested by the Executive Committee, subject to approval by the Subunit membership.

SECTION IX. BYLAWS, RULES AND PROCEDURES.

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

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

B. In accordance with the Society Constitution, an adopted amendment shall be reviewed by the Society's Constitutional Consultant for conformity with the Constitution, Rules and Procedures of the Society. The Constitutional Consultant presents the adopted amendment to the Society Governing Board for approval. Changes to the Subunit Bylaws must be submitted and approved by the Executive Committee of the Chapter.

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

2. Rules are the next highest level of documentation of Subunit operations. They are generally established to facilitate the conduct of Subunit business, and to describe duties and responsibilities of officers and committees. They may be suspended or amended as follows.

A. The Rules may be suspended during an Executive Committee meeting until the next Executive Committee meeting by a 2/3 majority of the Executive Committee.

B. The Rules may be suspended for the duration of a Subunit meeting by a 2/3 majority of Members voting at Subunit meetings.

C. The Rules may be amended by a simple majority of Members voting at a Subunit meeting.

3. Procedures are the lowest level of documentation of Subunit operations. They are generally established to provide continuity in the conduct of Subunit business. The Procedures may be suspended or amended by a simple majority vote of the Executive Committee.

APPENDIX B

BYLAWS OF THE PORTNEUF SUBUNIT OF THE IDAHO CHAPTER OF THE AMERICAN FISHERIES SOCIETY

SECTION I. NAME AND OBJECTIVES.

1. The name of this organization shall be the Portneuf Subunit, a Student Subunit of the Idaho Chapter of the American Fisheries Society, hereinafter referred to as the Subunit, Chapter and Society respectively.

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

Encourage the exchange of information by members of the Subunit and other interested parties residing within the state of Idaho.

3. Give an opportunity for students to participate in fisheries and watershed science first hand and meet the professionals involved.

4. Provide a means for students interested in fisheries and watershed science to be able to help improve the local region and communities through volunteer projects

5. Provide a group to help students conduct and disseminate research in fisheries and watershed science

6. All activities of this Subunit shall conform to the Society's Constitution, Rules, and Procedures.

SECTION II. MEMBERSHIP.

1. The membership of the Subunit shall be composed of members in good standing the Subunit and the parent Society and/or reside in the state of Idaho.

SECTION III. MEETINGS AND VOTING.

1. The Subunit shall hold monthly meetings during the scholastic year at a time and place designated by its Executive Committee. Special meetings may be called by the President with approval of the Executive Committee.

2. A quorum is required for transaction of official business and shall be three-fifths of the Subunit membership.

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

4. Decisions at meetings are by simple majority of Active Members voting, except 2/3 majorities are required in special cases such as amending the Bylaws and suspending a Rule. Other less frequently used voting requirements are described in Robert's Rules of Order.

SECTION IV. OFFICERS.

1. The officers of the Subunit shall consist of a President, a Vice-President, a Secretary, and a Treasurer.

2. All officers must be members in good standing of the Society.
3. Officers shall be nominated by a nominating committee appointed by the President. Officers shall be elected by a majority of ballots cast and election methods shall be determined by the Executive Committee.
4. Terms of newly elected officers shall change and election of officers shall be made during the April meeting.
5. The Subunit Officers shall serve for a period of one year in each office, and shall be ineligible for re-election for a period of one year after the expiration of their term.
6. In the event of a vacated position, the Executive Committee shall appoint a qualified replacement to fill the unexpired term.
7. No elected officer or appointed committee member of the Subunit shall receive any salary or other compensation. Expenses may be defrayed from funds available to the Subunit when authorized by the Executive Committee.

SECTION V. DUTIES OF OFFICERS.

1. The President shall:
 - A. Preside at all meetings;
 - B. Serve as Chair of the Executive Committee;
 - C. Appoint all committees;
 - D. Coordinate the activities of the Subunit's standing and technical committees and serve as liaison between such committees and the Executive Committee;
 - E. Represent the Subunit to the Idaho Chapter;
 - E. Conduct official correspondence for the Subunit and present reports of Subunit activities at the annual meeting;
 - E. Make such appointments and perform other duties and functions as are authorized and necessary.
2. The Vice President shall:
 - A. Serve on the Executive Committee;
 - B. Serve as the chair of the Nominating Committee;
 - C. Serve as the chair of the Program Committee; and,
 - D. Shall assume the duties of the President in the event of his/her absence or inability to act.
3. The Secretary shall:
 - A. Keep the official records of the Subunit;

- B. Annually update and distribute current copies of the Subunit Bylaws to the Society's Executive Director and each member of the Subunit Executive Committee by September 1;
 - C. Serve on the Executive Committee; and,
 - D. Conduct the election.
4. The Treasurer shall:
- A. Collect and be custodian of any fees or assessments authorized by these bylaws or funds allotted to the Subunit by the Society;
 - B. Disburse funds only as authorized by either the membership or Executive Committee; and,
 - C. Submit, at the annual Subunit meeting, the year-end report for the previous fiscal year and a comparison of approved versus actual income and expenditures for the current fiscal year.

SECTION VI. EXECUTIVE COMMITTEE.

- 1. The Executive Committee of the Subunit shall consist of elected officers, and other members as appointed by the President. Those with voting privileges shall be the President, Vice President, Secretary, and Treasurer.
- 2. The Executive Committee is authorized to act on behalf of the Subunit between annual meetings.
- 3. A quorum is required for transaction of official business at an Executive Committee meeting. A quorum for an Executive Committee meeting shall consist of three of four members. Executive Committee members can appoint a proxy.
- 4. Each member of the Executive Committee shall have one vote on Executive Committee decisions. In the event of a tie, the President's vote shall be the deciding vote.

SECTION VII. SUBUNIT COMMITTEES.

- 1. Committees and Chairs of committees, except as listed in Sections V and VI of these Bylaws, shall be appointed and charged by the President. Except for Standing Committees, these Subunit committees shall cease to function upon the discharge of the duties for which they were appointed or with the end of the term of the appointing officer.
- 2. Standing Committees help the President and the Executive Committee conduct the Subunit's affairs, and the chairs should report their committees' activities, findings, and recommendations at annual Subunit meetings and interim meetings of the Executive Committee.
- 3. The Subunit has established the following Standing Committees:
 - A. Program Committee shall be appointed of not less than three members including the Vice President who shall be Chairperson. The Program Committee is responsible for arrangements of the program for the monthly meetings consisting of technical papers,

symposia related to fisheries, and other appropriate activities related to the fisheries field.

B. Nominating Committee of not less than of not less than four (4) members shall present to the membership a slate of candidates by the March meeting. At the March meeting, nominations from the floor will be accepted.

C. Policy and Resolutions Committee of five (5) which shall draft and recommend to the chapter and/or the Executive Committee for consideration such transactions or correspondence as may be considered prudent and necessary in the furtherance of the purposes and objectives of the Subunit.

i) The members of the Policy and Resolutions Committee should as is practical represent a cross-section of the Subunit members including representatives of the faculty, student body, and state, federal and private industry.

ii) The Policy and Resolutions Committee shall act diligently on such resolutions and statements submitted to it by any member or by the Executive Committee.

iii) All resolutions, statements, and correspondence unanimously approved by the Policy and Resolutions Committee must be submitted to the Executive Committee for unanimous approval or for submission to the Subunit membership at the next meeting. All resolutions or statements approved by the Executive Committee must be reported to the Subunit membership at the next monthly meeting. All resolutions approved by the Subunit must be reported to the Chapter by correspondence in 60 days.

SECTION VIII. DUES AND FEES.

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

SECTION IX. BYLAWS, RULES AND PROCEDURES.

1. The Bylaws are the defining document for the Subunit and take precedence over all other rules and procedures of the Subunit. The Bylaws cannot be suspended and cannot be changed without prior notice to members.
 - A. The Bylaws may be amended by a 2/3 majority of Active Members choosing to vote, provided that the proposed amendment(s) are circulated in writing to the membership at least 30 days prior to voting. Changes to the Subunit Bylaws must be submitted and approved by the Executive Committee of the Chapter.
 - B. In accordance with the Society Constitution, an adopted amendment shall be reviewed by the Society's Constitutional Consultant for conformity with the Constitution, Rules and Procedures of the Society. The Constitutional Consultant presents the adopted amendment to the Society Governing Board for approval.
 - C. Amendments take effect when the Subunit receives written notice of their approval by the Governing Board from the Executive Director.
2. Rules are the next highest level of documentation of Subunit operations. They are generally established to facilitate the conduct of Subunit business, and to describe duties and responsibilities of officers and committees. They may be suspended or amended as follows.

A. The Rules may be suspended during an Executive Committee meeting until the next annual or special Subunit meeting by a 2/3 majority of the Executive Committee.

B. The Rules may be suspended for the duration of a meeting by a 2/3 majority of Active Members voting at an annual or special Subunit meeting.

C. The Rules may be amended by a simple majority of Active Members voting at an annual or special Subunit meeting.

3. Procedures are the lowest level of documentation of Subunit operations. They are generally established to provide continuity in the conduct of Subunit business. The Procedures may be suspended or amended by a simple majority vote of the Executive Committee.