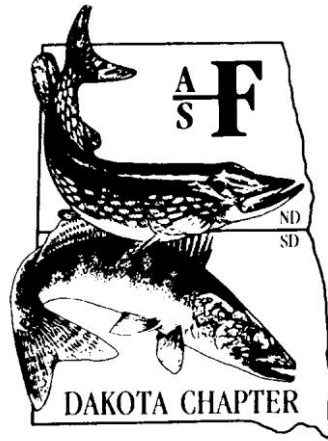


DAKOTA CHAPTER
AMERICAN FISHERIES SOCIETY



BYLAWS
&
PROCEDURAL MANUAL

Revised December 2019

TABLE OF CONTENTS

	Page
I. Bylaws of the Dakota Chapter American Fisheries Society	1
II. Procedural Manual	5
President.....	5
Vice-President.....	6
Secretary-Treasurer.....	7
President-Elect.....	8
III. Chapter Committees.....	9
Awards and Nominations	10
Continuing Education.....	13
Environmental Concerns	13
Information and Web Support.....	15
Membership	16
Resolutions	17
Student Affairs.....	18
Planning	18
Special Committees	19
IV. Role of the Student Subunits in the Dakota Chapter AFS.....	20
V. Student Scholarships	21
Dr. James C. Schmulbach Memorial Scholarship.....	21
Dr. Robert A. Klumb Memorial Scholarship.....	22
Dakota Chapter Sauger Scholarship.....	22
Dakota Chapter Northern Pike Scholarship	23
Alven Kreil Memorial Scholarship	23
VI. Appendices	25
Appendix A - Article I of the AFS Constitution	25
Appendix B - Annual Meeting Arrangements	26
Appendix C - Forms, Presentation Guidelines, and Judging Criteria.....	30
Appendix D - Notes on Conducting Meetings.....	40
Appendix E – A Primer on Robert’s Rules.....	41

PREFACE

This manual was developed to assist the Chapter in its annual activities. It is particularly helpful to new officers and new committee chairs. Use the manual to help ensure an effective Chapter and a smooth flow of activities. The procedural manual outlines procedures that have been established by the Chapter, sometimes as a result of tradition. The Chapter Bylaws remain the final word, should discrepancies arise.

The Chapter procedural manual is designed to be compatible with the American Fisheries Society's procedural manual. New officers should also review that document available on the Society's web page at <https://fisheries.org/about/governance/procedures/>. Additional sources of assistance can be found by consulting the Society's constitutional consultant and the subunit liaison.

The Chapter procedural manual was established and ratified by a vote of the membership. Significant changes should also be presented for membership approval; however, small corrections to procedure may be made by the Executive Committee. The Executive Committee should regularly review this document and update it as necessary.

SECTION I
BYLAWS OF THE DAKOTA CHAPTER
AMERICAN FISHERIES SOCIETY

Article I - Name and Objectives

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

The objectives of the Chapter shall be those of the Society as set forth in Article I of the Constitution (Appendix A) and to encourage the exchange of information by members of the Society residing within the States of North and South Dakota.

Article II - Membership

The membership of the Chapter shall be composed of those members in good standing residing in, working in, or having a professional interest in, the fisheries of the States of North and South Dakota and its aquatic resources. Good standing shall hereafter refer to those members having current Chapter membership.

Members of the South Dakota State University Student Subunit and the Valley City State University Student Subunit shall be recognized as Chapter members.

Article III - Meetings

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

Article IV - Officers

The officers of the Chapter shall consist of a President, President-Elect, Vice President and a Secretary-Treasurer. Officers shall be elected at the annual meeting. The Secretary-Treasurer term of office will be two years while the term of the other officers shall be one year. In case of a vacated position, the Executive Committee shall appoint a qualified replacement to fill an unexpired term. Chapter officer terms will coincide with the terms of Society officers, with exception of the Secretary-Treasurer position which serves a 2-year term.

Article V - Duties of Officers

The President of the Chapter shall preside at all meetings, shall serve as the Chair of the Executive Committee, shall represent the Chapter to the North Central Division and to the Society Governing Board, shall make such appointments and perform other duties and functions as are authorized and necessary, and shall proceed to the office of Past-President at the end of the term.

The President-Elect shall serve on the Executive Committee for a period of one year, after which he/she will assume the office of President. The President-Elect shall be responsible for developing and distributing a semi-annual Chapter Newsletter to all members.

The Vice President shall be Chair of the Program Committee and shall assume the duties of the President in the event of their inability to act.

The Secretary-Treasurer shall keep the official records of the Chapter, submit a record of receipts and disbursements at the annual Chapter meeting, submit a copy of the minutes of the annual business meeting to the Executive Director of the Society and the Secretary-Treasurer of the North Central Division within 30 days after said meeting, collect and be custodian of Chapter funds, disburse funds as authorized by the Executive Committee or the membership, and perform such duties as may be requested by the Executive Director of the Society and officers of the North Central Division.

Article VI - Executive Committee

The Executive Committee of the Chapter shall consist of the elected officers, the immediate Past President, and the current Presidents of the South Dakota State University Subunit and the Valley City State University Student Subunit. The committee is authorized to act for the Chapter between meetings and to perform appropriate duties and functions.

A quorum is required for transaction of official business at an Executive Committee meeting. A quorum for an Executive Committee meeting shall consist of five of the seven members. Executive Committee members can appoint a proxy. Each member of the Executive Committee shall have one vote on Executive Committee decisions. In the event of a tie, the President may cast the deciding vote. Executive Committee meetings are called by the President.

Article VII - Chapter Committees

Committees and the Chair of Committees, except as listed in Article 5 of these Bylaws, shall be appointed by the President, as may be necessary for the conduct of Chapter activities.

The committees: Awards & Nominations, Environmental Concerns, Membership, Resolutions, Information and Web Support, Planning, Continuing Education, Student Affairs, and the North Central Division's Walleye, Centrarchid, Esocid, Ictalurid and Rivers and Streams Technical Committees shall be deemed Standing Committees. Standing committees assist the President and the Executive Committee in conducting the Chapter's affairs, and the chairs should report their committees' activities, findings, and recommendations at annual and interim meetings of the Executive Committee.

The terms of office for members of special Chapter Committees shall end upon the discharge of the duties for which they were appointed, or with the change in Chapter officers, whichever comes first.

Article VIII - Voting and Quorum

Decisions at meetings of the Chapter shall be in accordance with the Constitution of the Society. A quorum at any meeting for the transaction of official business shall be thirty percent (30%) of the entire membership.

Business and voting may be conducted via mail or electronic media if approved by the Executive Committee.

Robert's Rules of Order shall govern in all applicable cases not covered in these Bylaws or Constitution and Rules of the Society.

Article IX – Dues and Fees

The Executive Committee shall establish annual and lifetime membership dues subject to approval of the members voting at the annual meeting.

Dues are payable to the Secretary-Treasurer at the beginning of each calendar year. Dues of new members shall be payable when application for membership is accepted. Annual memberships not paid on or before April 1 shall be considered lapsed and those persons shall forfeit all rights and privileges of membership as long as dues are unpaid.

The Executive Committee may assess each registrant attending an annual meeting of the Chapter a registration fee to help cover costs of the meeting and Chapter activities.

Article X - Amendments of the Bylaws

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

The Bylaws of the Chapter may be amended in accordance with the Constitution and Bylaws of the Society. Proposed amendments must be provided to the general membership, through 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 the 30-day electronic voting period.

In accordance with the Society Constitution, an adopted amendment shall be reviewed by the Society's Constitutional Consultant for conformity with the Constitution, Rules and Procedures of the Society. The Constitutional Consultant presents the adopted amendment to the Society Management Committee for approval.

Amendments take effect when the Unit receives written notice of their approval by the Management Committee from the Executive Director.

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

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

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 Unit meeting.

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

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

2019 Revision, changes approved by the Society December 16, 2019.

SECTION II

PROCEDURAL MANUAL

President's Responsibilities

Article V of the Dakota Chapter bylaws states “*The President of the Chapter shall preside at all meetings, shall serve as the Chair of the Executive Committee, shall represent the Chapter to the North Central Division and to the Society Governing Board, shall make such appointments and perform other duties and functions as are authorized and necessary, and shall proceed to the office of Past-President at the end of the term.*”

Duties, Objectives, and Activities

1. Submits change of officer form to Society soon after exchange of officers.
2. Oversees all aspects of the Chapter's operations. These duties include planning for and presiding over the annual Chapter meeting, extending invitations to the Society President, Divisional President, and other dignitaries or resource agency administrators as appropriate. (Suggested invitation list should include the host states top resource agency administrators and Commission members).
3. Works closely with the Vice-President to select a meeting site and solicit bids from various hotel or convention facilities to get the best possible deal for the Chapter. In addition, work closely with the Vice-President in putting the program together and to draft the invitation(s) for any special presenters or speakers necessary for the meeting.
4. Responsible for presiding at the annual Chapter business meeting. All Standing and Special Committees should be solicited for an annual report to be given to the membership. A treasurer's report should be given to the membership. Old business and new business should be given time allotments. Resolutions to be brought before the Chapter should be brought forward. Voting on the new slate of officers should take place. It is suggested that the business meeting take place during the first afternoon of the annual meeting to encourage attendance by the membership and to ensure a quorum for conducting Chapter business. Robert's Rules of Order should guide the course of business during the meeting.
5. The President serves as a voting member of the North Central Division (NCD) Governing Board and is responsible for providing for Chapter representation at NCD meetings either by attending or designating a proxy. The President responds to requests from the NCD for mid-year and annual reports and should make every effort to attend NCD meetings.
6. Serves as the chair of the Chapter Executive Committee and is responsible for calling at least two meetings annually and developing the agendas for those meetings. Typically, the Chapter Executive Committee meets once just prior to the annual chapter meeting and once in the fall, just prior to the annual exchange of officers.

7. Responsible for forming Special Chapter Committees and appointing Chapter members to those committees. Standing Committee membership and chairs are also appointed by the President. Membership and/or Chair positions on Standing Committees do not have to change with the exchange of officers. The President is responsible for seeking advice of committees as necessary throughout the year as he/she responds to various requests for Chapter positions on resource issues. The President is also responsible for soliciting a mid-year (fall Executive Committee) and annual report (annual business meeting) report from each Standing and Special committee chair.
8. Serves as a non-voting member of the Society Governing Board and is responsible for communicating Chapter positions to the Society following consultation with the Chapter Executive Committee (if necessary). The Chapter President should make every effort to attend Society meetings.
9. The designated signer for all official Chapter correspondence. He/she may designate another Chapter officer or committee person to sign specific items for the Chapter.
10. Responsible for communicating with the Society sub-unit liaison to procure the Past-President award.
11. Responsible for keeping other Chapter officers, particularly the President-elect fully informed of ongoing Chapter activities/initiatives.
12. Works closely with the Executive Committee to develop and implement an annual budget for determination of disbursement and investments of chapter funds.
13. Appoints Chapter representatives to NCD Technical Committees.

Vice President's Responsibilities

Article V of the Dakota Chapter bylaws states “*The Vice President shall be Chair of the Program Committee and shall assume the duties of the President in the event of their inability to act.*” The Program Committee is responsible for developing the annual Chapter meeting program. As Chair of the Program Committee, the Vice-President can appoint committee members as deemed necessary to assist with annual meeting arrangements and development/distribution of the annual meeting program.

Duties, Objectives, and Activities

1. Assumes the duties of President if the President is unable to complete the term of office.
2. Acts as a voting member of the Chapter's Executive Committee.
3. Serves as the Chair of the Program Committee for the annual Chapter meeting.

4. Assists the President with arrangements for the annual Chapter meeting (see Annual Meeting Arrangement, Appendix B).

Secretary/Treasurer's Responsibilities

Article V of the Dakota Chapter bylaws states “*The Secretary-Treasurer shall keep the official records of the Chapter, submit a record of receipts and disbursements at the annual Chapter meeting, submit a copy of the minutes of the annual business meeting to the Executive Director of the Society and the Secretary-Treasurer of the North Central Division within 30 days after said meeting, collect and be custodian of Chapter funds, disburse funds as authorized by the Executive Committee or the membership, and perform such duties as may be requested by the Executive Director of the Society and officers of the North Central Division.*” The Secretary/Treasurer serves a 2-year term on the Executive Committee.

Duties, Objectives and Activities

1. Completes the necessary paperwork to initiate the transfer of checking and(or) savings accounts from the previous officer.
2. Records minutes of Executive Committee meetings and the annual business meeting. Distribute said minutes to the respective officers within 30 days of the meeting.
3. Maintains a balanced checking account with a minimum balance of \$1000.00 which is stipulated by the Chapter Bylaws.
4. Arranges for registration cards and receipts in ample time for the annual meeting.
5. Prepares a current Chapter financial statement to be presented at the business meeting.
6. Organizes and assists in operation of the registration table ensuring adequate cash on hand.
7. Works closely with other Chapter officers to ensure payment of outstanding bills.
8. Distributes all Chapter correspondence (resolutions, etc.) to the appropriate people.
9. Works closely with other Chapter officers to insure adequate handling of Chapter business.
10. Manages Chapter investments in cooperation with the Chapter Executive Committee, according to sound financial procedures.
11. Works closely with the Chapter Executive Committee for the development and implementation of an annual Chapter budget.
12. Serves as a standing member of the Membership Committee.

13. Contacts the Society and request the annual rebate of 3% of Chapter member dues to the Society, to the Dakota Chapter.
14. Collects Chapter dues. Annual Chapter membership dues as of 2019 are ten dollars (\$10.00) for professional members, five dollars (\$5.00) for graduate students, and free for undergraduate students. Lifetime membership dues shall be set at fifteen (15) times the annual individual professional membership dues. Annual Chapter membership dues for professionals and graduate student members will be reviewed annually by the Executive Committee. Any proposed changes to dues will be brought forth by Executive committee motion and voted on by the membership.

President-Elect's Responsibilities

Article V of the Dakota Chapter bylaws states *“The President-Elect shall serve on the Executive Committee for a period of one year, after which he/she will assume the office of President. The President-Elect shall be responsible for developing and distributing a semi-annual Chapter Newsletter to all members.”*

Duties, Objectives and Activities

1. Attends all of the Chapter Executive Committee meetings as a voting member.
2. Produces and edits the chapter newsletter with information solicited from the membership. The frequency of the newsletter will be determined by available information, budget considerations, and the newsletter editor's discretion.
3. Determines the site of the next years' meeting.
4. Anticipates necessary committee appointments prior to becoming President.
5. Works closely with the President so that the transition proceeds smoothly and efficiently.
4. Submits a Chapter meeting date and location to *Fisheries* magazine at least 6 months prior to the meeting and submit a Chapter update semi-annually to the *Mainstream*, NCD's newsletter.

SECTION III

CHAPTER COMMITTEES

Article VII of the Dakota Chapter Bylaws states "*Committees and the Chair of Committees, except as listed in Section 5 of these Bylaws, shall be appointed by the President as may be necessary for the conduct of Chapter activities.*"

The terms of office for members of Chapter Committees shall end upon the discharge of the duties for which they were appointed, or with the change in Chapter officers, whichever comes first.

AWARDS AND NOMINATIONS COMMITTEE

Committee Purpose

The Awards and Nominating Committee (ANC) is a standing committee of the Dakota Chapter of the American Fisheries Society. Main purposes of the ANC are to choose recipients for Chapter awards including best paper and poster awards. The ANC is responsible for appointing members to two sub-committees that oversee the solicitation, review and selection of student applicants for two memorial scholarships: (1) the *Dr. James C. Schmulbach Memorial Scholarship* and (2) the *Dr. Robert A. Klumb Memorial Scholarship*. Each scholarship committee shall be composed of a chair and 2-3 members appointed by ANC. The ANC Committee is also responsible for obtaining nominations for future Dakota Chapter officer positions.

Criteria

Criteria for Awards and Nominations are listed separately at <https://dakota.fisheries.org/awards-and-scholarships/>

Awards

Two awards were established by the Dakota Chapter in 1984. These awards are the '*Robert L. Hanten Distinguished Professional Service Award*' and the '*Aquatic Resource Conservation Award*'. One award was established in 2010 and in 2014 was renamed the '*David W. Willis Outstanding Young Professional Award*'. Awards for best professional and student poster and paper at the annual Chapter meeting have also been established. In addition, the SDSU Student Subunit Sauger Scholarship and the VCSU Student Subunit Northern Pike Scholarship were established to support student participation at the annual chapter meeting.

- A. The *Robert L. Hanten Distinguished Professional Service Award* may be presented annually to no more than two individuals who have made an outstanding contribution within the field of fisheries. These contributions must have noteworthy significance within the two-state region and go beyond the requirements of a job description. Preferably all nominees should have been both Chapter and Society members for at least eight years during their respective careers.

- B. The *Aquatic Resource Conservation Award* may be presented annually to one individual or group that has made an outstanding effort in ensuring the future welfare of the Dakota's waters and/or fisheries. These efforts include but are not limited to: information, education, providing monetary or voluntary assistance, and legislative initiatives.
- C. The *David W. Willis Outstanding Young Professional Award* may be presented annually to up to two individuals who have made outstanding contributions to the fisheries profession during the start of their fisheries careers. Nominees must not have completed five years of full-time fisheries employment. Contributions must be substantial and go beyond that required by their position. Nominees will have become established as contributors to the improvement of aquatic resources in North or South Dakota. Nominations for the award shall come from Chapter members in good standing and shall be submitted to the award and Nominations committee for consideration.
- D. The *Best Paper and Poster Awards* are presented annually at the conclusion of the Chapter's Annual Meeting. Papers and posters are rated based on the following criteria: presentation, originality, visual aids, and contribution. In 1993 the chapter membership established separate categories for both student and professionals. A cash award for student recipients of up to \$350 was allotted for facilitating attendance at the following years NCD business meeting. The actual cash amount awarded is at the discretion of the Executive Committee.
- E. The *SDSU Student Subunit Sauger Scholarship* was established in 2005 to assist students attending the Annual Dakota Chapter meeting. The scholarship was amended in 2016 to support only students from universities in South Dakota. The SDSU Student Subunit collects Sauger Scholarship applications from students and forwards them to the Dakota Chapter ANC, which selects award recipients. The number of scholarships to be awarded each year and the dollar amount of scholarships is annually decided by the SDSU Subunit Executive Committee. Sauger Scholarships are paid for by the SDSU Subunit from proceeds generated from the raffle conducted at the annual Dakota Chapter meeting.
- F. The *VCSU Student Subunit Northern Pike Scholarship* was established in 2016 to assist North Dakota students in attending the Annual Dakota Chapter meeting. The VCSU Student Subunit collects Northern Pike Scholarship applications from students and forwards them to the Dakota Chapter ANC, which selects award recipients. Winners are forwarded from the Subunit president to the ANC chair. The number of scholarships to be awarded each year and the dollar amount of scholarships is annually decided by the VCSU Subunit Executive Committee. Northern Pike Scholarships are paid for by the VCSU Subunit from proceeds generated from the raffle conducted at the annual Dakota Chapter meeting.
- G. The *Dr. James C. Schmulbach Memorial Scholarship* was established in 2006 to recognize the important contributions that "Doc Schmulbach" made to fisheries science. The scholarship recognizes an outstanding undergraduate student (junior or senior) who is studying fisheries science, or related field at an accredited college or university in North or South Dakota. Criteria for selecting scholarship recipients were developed by

Special Committee and approved at the 2006 Chapter meeting. The Schmulbach Scholarship committee, appointed by the ANC, oversees solicitation, review, and selection of award recipient(s) each year. The scholarship fund is managed by the South Dakota Community Foundation; to see that funds are distributed to the awardee(s), the Chair of the Schmulbach Scholarship Committee is responsible for coordinating with the Foundation to complete and submit necessary paperwork. The scholarship is awarded annually during the Dakota Chapter Awards banquet.

- H. The *Dr. Robert A. Klumb Memorial Scholarship* was established in 2014 in memory of “Rob” Klumb, former Project Leader for the US Fish and Wildlife Service in Pierre, SD. The scholarship recognizes outstanding student(s) in fisheries science, and provides travel support up to \$250 to attend the annual Chapter meeting. Criteria for selecting scholarship recipients were developed by Special Committee. The Dr. Robert A. Klumb Memorial Scholarship committee, appointed by ANC, oversees solicitation, review, and selection of award recipient(s) each year. The scholarship fund is managed by the Secretary-Treasurer of the Dakota Chapter AFS. The scholarship is awarded annually at the Dakota Chapter Awards banquet.

Nominations

Any candidates for Chapter office must be Chapter members in good standing as outlined in Article II of the Chapter Bylaws.

Committee Structure and Process

1. The ANC shall consist of a chairperson (immediate past president) and two committee members (two previous past presidents).
2. The ANC shall prepare a slate of at least two candidates for each of the three elective positions (President-elect, Vice-President, and Secretary/Treasurer) and prepare and forward the slate to the Executive Committee prior to the Chapter's Business Meeting. Each candidate will provide the committee with a brief biography to be distributed to Chapter members. Traditionally, the presidency and Executive Committee composition alternates between North Dakota members and South Dakota members.
3. The ANC is responsible for conducting the Chapter's official ballot to be held during the annual business meeting. All members of the Chapter will receive a ballot during the business meeting from the ANC. Nominations for Chapter officers will also be accepted from the floor during the annual business meeting, prior to voting. The ANC will then tally the votes and forward the list of new officers to the Chapter President.

4. The process for determining best paper and poster presentations will be decided by the ANC and includes evaluation and feedback forms provided by Dakota Chapter members attending the Annual Meeting. The Best Professional and Student Paper Awards and the Best Poster Award will be presented at the conclusion of the Chapter's Annual Meeting and will consist of a certificate and plaque. If necessary, the best paper and poster awards may be announced and presented later. In addition, the recipient of the Best Student Paper Award will receive Chapter funds to attend the NCD business meeting held in connection with the Midwest Fish and Wildlife Conference.
5. The *Robert L. Hanten Distinguished Professional Service Award*, the *Aquatic Resource Conservation Award*, and the *David W. Willis Outstanding Young Professional Award* will be presented (if awarded) during the Chapter's Annual Banquet. Recipients of these awards will be presented plaques or framed certificates of appreciation.
6. A "*Special Recognition Award*" that recognizes outstanding professional accomplishment in the fisheries profession may be presented to a deserving individual(s) whose achievement does not fit previously defined award categories. This award should be used with discretion.
7. Application deadlines for the *Robert L. Hanten Distinguished Professional Service Award*, *Aquatic Resources Conservation Award*, *David W. Willis Outstanding Young Professional Award*, and *Special Recognition Award* will be January 15th of each year. The SDSU Student Subunit will annually set the application deadline for Sauger Scholarships. The Northern Pike Scholarship application deadline is the third Friday of January each year. Nominations for elected positions are accepted up until the annual business meeting, with nominations also being accepted from the floor during the meeting. All applications or nominations must be made by Chapter members in good standing.
8. At the conclusion of the Annual Chapter Meeting, the ANC chairperson shall prepare a written report for the Chapter President detailing the nominees, new officers, and award winners.
9. The ANC shall reach consensus decisions if possible, otherwise majority vote will rule.
10. This Charter may be amended by consensus by the ANC, pending approval of the Executive Committee.

CONTINUING EDUCATION COMMITTEE

Committee Purpose

The Continuing Education Committee responds to the needs of the Chapter membership, and fisheries agencies in North and South Dakota, in continuing professional education in fisheries and supporting subjects.

Composition

The committee traditionally consists of the two respective fisheries chiefs from North and South Dakota and an academician from the two respective states.

Duties, Objectives, and Activities

1. Serves as a funnel through which opportunities for professional growth can be prioritized. Priority is based on the development of a consensus.
2. Arranges continuing education classes which are derived through the consensus of the chapter members.
3. Provides a written report semi-annually for the Executive Committee meeting and the annual business meeting.
4. Submits reports of the continuing education classes to the NCD continuing education committee and submits a copy to the Secretary/Treasurer.
5. Submits a budget request for any workshop expenses that are not covered by registration fees.

ENVIRONMENTAL CONCERNS COMMITTEE

Committee Purpose

The Environmental Concerns Committee responds to broad environmental issues brought forward by Chapter members, state/federal agencies and (or) the public that affect (or may affect) aquatic resources in North and South Dakota.

Composition

One co-chair from each state and two at-large members.

Duties, Objectives, and Activities

1. Reports on environmental concerns (ECs) in every newsletter.
2. Presents formal/informal reports on ECs at the annual business meeting and at the mid-year Executive Committee meeting, and submits copies to the Secretary/Treasurer.
3. Arranges special sessions, speakers, etc. at the annual meeting as needed to educate members about ECs as appropriate.
4. Recommends Executive Committee activities on ECs (i.e. letters, resolutions, etc.)
5. Oversees fact finding efforts about ECs, recommend Chapter actions and positions.
6. Attends NCD meetings. This duty includes delivering a brief report on Dakota Chapter River and Streams issues at the spring meeting.

Committee Organization/Procedures

The Co-chairman from the home state of the Chapter President has the main responsibility for committee actions but confers with the other Co-chair on all matters.

The ECC shall consist of Chapter members in good standing. The ECC members should solicit ECs and technical advice from outside sources or individuals. Committee assignments are generally as follows:

Co-chair 1: Primarily responsible for information, schedule meetings, provide leadership, act as liaison between committee and Executive Committee, write newsletter contributions, prepare committee report for the annual meeting.

Co-chair 2: Primarily responsible for education, coordinate educational activities (speakers, sessions) at the annual meeting.

Co-chairs:

- Maintain contact with fish and game agencies, seek ECs from fisheries personnel in their respective state
- By mutual agreement, decide who will represent the Dakota Chapter at the NCD Rivers and Streams committee meetings.

At-large member #1: This committee member coordinates with Federal and State agencies responsible for monitoring water quality and contaminants, solicits ECs from agencies (FWS, Dept. Health, etc.) and reports to co-chair on ECs and background with recommendations for committee action (further fact finding or formal Chapter activity).

At-large member #2: This committee member coordinates with private groups and sportsmen

organizations, solicits ECs from conservation and sportsmen groups (NWF, Izaak Walton, Audubon, angler groups, etc.) and reports ECs and background to Co-chair with recommendations.

INFORMATION AND WEB SUPPORT COMMITTEE

Committee Purpose

The Information and Web Support Committee (IWC) develops and maintains the Chapter web page to provide critical access to Chapter information, news, and important links.

Committee Composition

A three member committee appointed by the President will be composed of a chairperson, who serves as webmaster, and two at-large members.

Duties, Objectives and Activities

1. Maintain the Chapter web page and monitor page usage. Web page maintenance includes, but is not limited to:

- current Executive Committee membership list,
- current membership listserv,
- information items (including chapter history, newsletters, resolution list, and printable brochures),
- educational activities and products (e.g., fish trading cards), and
- links to the Society and Division web pages.

2. Coordinate updates and new informational activities with other standing and Special Committees as requested by the President.

Prepare a written report of activities to be given at the Executive Committee and business meetings during the annual Chapter meeting and the mid-year Executive Committee meeting and submits copies to the Secretary/Treasurer.

MEMBERSHIP COMMITTEE

Committee Purpose

The Membership Committee works to promote, recruit, and maintain membership in the American Fisheries Society.

Composition

The Membership Committee is composed of three Chapter members in good standing that are appointed by the President. The Committee's composition includes the Chair and two members each representing their respective state (North Dakota or South Dakota).

Duties, Objectives, and Activities

1. Encourage membership and participation in the Dakota Chapter and the American Fisheries Society of all fisheries professionals in the Dakotas.
2. Prepare a written report of activities to be given at the Executive Committee and Business Meetings of the annual chapter meeting, and submitted to the Secretary-Treasurer.
3. Acquire, from the Society, a list of Dakota Chapter members who belong to the Society and then send out letters to Dakota Chapter members who are not, encouraging them to join the Society.
4. Set up a promotional booth or display at the Annual Dakota Chapter meeting to recruit Dakota Chapter members into the American Fisheries Society.
5. Encourage professional certification among Dakota Chapter members.
6. Maintain a membership list with current addresses and status.
7. Obtain brochures and membership forms from the Society membership committee.
8. Submit at least 2 articles annually to the newsletter editor on Dakota Chapter member happenings (i.e., promotions, new job, retirements, etc.) and membership status.
9. Contact the Society for a free student membership to be given away at the annual Chapter meetings or discuss with Executive Committee the possibility of the Dakota Chapter paying for one membership.
10. Consult with previous years Committee in order to continue projects in progress and to discuss new projects or ideas. Keep an active file on previous and current projects, correspondence, newsletter articles, etc.

11. Compare post meeting membership list to the previous year's membership list. Forward chapter membership forms or web page link to those previous members who were unable to attend the annual meeting.

RESOLUTIONS COMMITTEE

Committee Purpose

The Resolutions Committee drafts, reviews and edits resolutions submitted to it by officers or members and presents resolutions to the Executive Committee prior to the Chapter's business meeting.

Composition

Three members, who include the Chair and two members in good standing are appointed by the President.

Duties, Objectives, and Activities

1. Chair receives proposed resolutions from any Chapter member. Resolutions should be received by the chair at least 30 days prior to the annual Chapter meeting. The President may accept friendly resolutions from the floor during the business meeting, however, they are discouraged because of the lack of opportunity for review.
2. Chair solicits resolutions from Chapter membership in the fall newsletter.
3. Reviews proposed resolutions to determine that they meet criteria as described in the "Procedures for Submitting, Considering, and Implementing Resolutions," established by the Society Governing Board in 1983 (see Chapter 9, Society Procedures Manual).
4. Obtains background information from the originator of a resolution to evaluate accuracy and importance of the resolution. Resolutions must undergo thorough and rigorous review to protect the credibility of the Chapter.
5. Chair submits all proposed resolutions to the Executive Committee. The Executive Committee may make recommendations to the membership regarding passage or defeat of proposed resolutions.
6. After acceptance by Executive Committee, Chair or a representative, presents resolutions to the membership at the annual Chapter meeting and opens debate on each resolution by moving acceptance of the resolution. All resolutions brought to the business meeting must include copies for all members attending the meeting. (Note: Although the Chair presents the resolution, he/she must not defend or speak in favor of the resolution).
7. Position papers may also be considered and accepted by the Chapter membership and must follow the same procedure as resolutions.

STUDENT AFFAIRS COMMITTEE

Committee Purpose

The Student Affairs Committee promote graduate and undergraduate student involvement in the Dakota Chapter by facilitating student attendance at the annual meeting and increasing student participation in Chapter level activities.

Composition

Incumbent Presidents of the South Dakota State University Student Subunit and Valley City State University Student Subunit serve as Co-chairs of the Student Affairs Committee representing students in North and South Dakota.

Duties, Objectives, and Activities

1. Co-chairs will be responsible for annually contacting colleges and universities in both Dakotas, inviting them to attend the annual Chapter meeting, and making them aware of the Sauger Scholarship and Northern Pike Scholarship application.
2. Each Co-chair will identify and maintain a list of contacts at each college or university in their respective state to facilitate information transfer.
3. Co-chairs will coordinate with the Vice President and Secretary-Treasurer to secure rooms for the Sauger Scholarship and Northern Pike Scholarship winners attending the Chapter meeting.
4. Co-chairs will justify financial needs of additional student activities within the Chapter, inform the Chapter President of those activities, and the Chapter President may allocate Chapter funds accordingly based on the financial status of the Chapter.
6. Each Co-chair shall report on the years past efforts to recruit students.

PLANNING COMMITTEE

Committee Purpose

The Planning Committee addresses needs for revisions to the Chapter Bylaws or procedural manual and ensures that the Chapter membership and the Society properly approve any changes to the Bylaws.

The Planning Committee's charge is to set the direction of the Dakota Chapter. Their task is to develop the yearly plan of work for the Executive Committee. They should include short term, long term and big picture strategies into the Chapter's yearly plan.

Composition

The Planning Committee is chaired by the President and includes the President-Elect and two Past Presidents. This composition ensures that the goals and objective of the past, present, and future are considered. It also adds constancy and helps to keep on-going projects on track.

Duties, Objectives, and Activities

1. Develop a yearly plan of work for the Executive Committee.
2. Whenever major changes to how the Chapter conducts business are made or changes to the procedural manual are needed, the Planning Committee should lead the way. The Executive Committee can make minor changes to the procedural manual but major changes must be approved by the membership. Any changes to the Bylaws must be approved by the membership, after a 30-day review period, and the Society's Management Committee.
3. The Planning Committee members should routinely review the Bylaws and procedural manual to ensure they meet the current needs of the Chapter and that current Chapter operating practices are in line with the Bylaws and procedural manual.
4. The Planning Committee will meet in person or electronically yearly after the new officers take over to set short term and long-term goals for the Dakota Chapter. The President may choose to include any other person or persons that may have input valuable to the planning and goal setting effort.

SPECIAL COMMITTEES

The President may establish additional committees as necessary to conduct Chapter business. Special Committees are an excellent way to organize large tasks and temporary projects. Typically, however, Special Committees are dissolved after completing their charge. Special Committees should be formed sparingly, however, reserving them for worthy activities.

A Special Committee may be elevated to a Standing Committee after it has proven the test of time. The establishment of a Standing Committee, however, requires a Bylaw change needing a two third's chapter majority vote and approval by the Society's Management Committee. Standing Committee status should be reserved only for those committees which have a significant on-going role in Chapter activities.

SECTION IV

ROLE OF STUDENT SUBUNITS IN THE DAKOTA CHAPTER

SDSU Student Subunit History

Bylaws for the South Dakota State University (SDSU) Student Subunit of the Dakota Chapter of the American Fisheries Society were approved by the Dakota Chapter membership at the 2003 Annual Chapter business meeting and ratified by the Society's Management Committee at the 2003 mid-year meeting.

Responsibilities of Subunit to Dakota Chapter

1. The President of the SDSU Subunit will be an active, voting member of the Dakota Chapter Executive Committee.
2. The SDSU Student Subunit will annually specify the Sauger Scholarship application deadline and the number of scholarships and monetary amount of each scholarship. The Subunit executive committee will collect applications and forward them to the chair of the Awards and Nominations Committee, who will then distribute to the ANC committee for selection of award recipients.
3. The Raffle Committee of the SDSU Subunit will, along with the VCSU Subunit Raffle Committee, conduct the raffle held at the annual Dakota Chapter meeting with a portion of the proceeds from the raffle being used to fund Sauger Scholarships and operating expenses of the Subunit.
4. The SDSU Subunit will annually submit a copy of the Student Raffle Committee annual report to the Dakota Chapter Executive Committee.

VCSU Student Subunit History

Bylaws for the Valley City State University (VCSU) Student Subunit of the Dakota Chapter of the American Fisheries Society were approved by the Dakota Chapter membership at the 2014 Annual Chapter business meeting and ratified by the Society at the 2014 mid-year meeting.

Responsibilities of Subunit to Dakota Chapter

1. The President of the VCSU Subunit will be an active, voting member of the Dakota Chapter Executive Committee.
2. The VCSU Student Subunit will annually specify the Northern Pike Scholarship application deadline and the number of scholarships and monetary amount of each scholarship. The Subunit executive committee will collect applications and forward them to the chair of the Awards and Nominations Committee, who will then distribute to the ANC committee for

selection of award recipients.

3. The Raffle Committee of the VCSU Subunit will, along with the SDSU Subunit Raffle Committee, conduct the raffle held at the annual Dakota Chapter meeting with a portion of the proceeds from the raffle being used to fund Northern Pike Scholarships and operating expenses of the Subunit.
4. The VCSU Subunit will annually submit a copy of the Student Raffle Committee annual report to the Dakota Chapter Executive Committee.

SECTION V

STUDENT SCHOLARSHIPS

Dr. James C. Schmulbach Memorial Scholarship

Eligibility: Any undergraduate student in their junior or senior year studying fisheries science or a related field at an accredited college or university in North or South Dakota is eligible to apply.

Application: Applications must be submitted to the Chair, Dr. James C. Schmulbach Memorial Scholarship Committee via the Dakota Chapter webpage by January 31.

Applications will include:

1. An essay of 200 words or less describing the student's interest in fisheries science and their career goals.
2. A resume.
3. One letter of reference from a fisheries professional.
4. College transcripts.

Selection: Scholarship recipients will be chosen by the Schmulbach Memorial Scholarship Committee of the Dakota Chapter based upon an evaluation of the information submitted.

Award: Scholarship(s) will be awarded to the successful candidate(s) by the President of the Dakota Chapter yearly at its annual meeting. The dollar value and number of scholarships awarded will be determined by the Executive Committee of the Dakota Chapter on a yearly basis. Funds for the scholarship are distributed by the South Dakota Community Foundation.

Dr. Robert A. Klumb Memorial Scholarship

Eligibility: Any student studying fisheries science or a related field at an accredited college or university in North or South Dakota is eligible to apply.

Application: Applications must be submitted to the Chair, Robert A. Klumb Memorial Scholarship Committee via the Dakota Chapter Webpage <https://dakota.fisheries.org/awards-and-scholarships/> by January 31.

Applications will include:

1. A 1-page essay describing the student's philosophical outlook on science
2. Completed application form

Selection: Scholarship recipients will be chosen by the Robert Klumb Scholarship Committee of the Dakota Chapter based upon an evaluation of the information submitted.

Award: Scholarship(s) will be awarded to the successful candidate(s) by the President of the Dakota Chapter yearly at its annual meeting. The dollar value and number of scholarships awarded will be determined by the Executive Committee of the Dakota Chapter on a yearly basis.

Dakota Chapter Sauger Scholarship

History: The Sauger Scholarship was created in 2004 at the request of the SDSU Student Subunit and first awarded in 2005. The purpose of the scholarship is to help undergraduate student recipients from South Dakota pay for costs associated with attendance of the annual Dakota Chapter meeting.

Eligibility: Any undergraduate student attending a university or college in South Dakota in Fisheries and Wildlife or an associated field is eligible. In the event there are insufficient numbers of undergraduate student applications, the scholarship may then be awarded to graduate students.

Applicant Recruitment: The SDSU Student Subunit and the Dakota Chapter Student Affairs Committee will actively recruit applicants from universities and colleges throughout South Dakota.

Application: Applications will be available from the SDSU Subunit or through the fall Dakota AFS newsletter. Completed applications will be returned to the SDSU Student Subunit. The application deadline will be annually set by the SDSU Student Subunit to allow students time to complete the application after returning from Christmas vacation.

Selection: Completed applications will be forwarded to the Dakota Chapter Awards and Nomination Committee, who will choose award recipients. The number of award recipients will be specified each year by the SDSU Subunit because they fund the scholarships.

Award: A monetary award of at least \$100 will be awarded to each scholarship winner and is

meant to cover costs incurred with attending the annual Dakota Chapter meeting, including meeting registration and food and travel costs. The SDSU Student Subunit will annually determine the amount of each scholarship.

Lodging: The Dakota Chapter will provide up to two rooms for Sauger Scholarship winners from South Dakota attending the annual Chapter meeting.

Dakota Chapter Northern Pike Scholarship

History: The Northern Pike Scholarship was established in 2016 at the request of the VCSU Student Subunit and first awarded in 2017. The purpose of the scholarship is to help undergraduate student recipients from North Dakota universities pay for costs associated with attendance of the Annual Dakota Chapter meeting.

Eligibility: Any undergraduate student attending a university or college in North Dakota in Fisheries and Wildlife or an associated field is eligible. In the event there are insufficient numbers of qualified undergraduate student applications, the scholarship will not be awarded.

Applicant Recruitment: The VCSU Student Subunit and the Dakota Chapter Student Affairs Committee will actively recruit applicants from universities and colleges throughout North Dakota.

Application: Applications will be available from the VCSU Subunit or through the fall Dakota AFS newsletter. Completed applications will be returned to the VCSU Student Subunit. The application deadline will be the third Friday of January each year.

Selection: Completed applications will be forwarded to the Dakota Chapter Awards and Nomination Committee, who will choose award recipients. The number of award recipients will be specified each year by the VCSU Subunit because they fund the scholarships.

Award: A monetary award of at least \$100 will be awarded to each scholarship winner and is meant to cover costs incurred with attending the annual Dakota Chapter meeting, including meeting registration and food and travel costs. The VCSU Student Subunit will annually determine the amount of each scholarship.

Lodging: The Dakota Chapter will provide up two rooms for Northern Pike Scholarship Winners from North Dakota attending the annual Chapter meeting.

Alven Kreil Memorial Scholarship

History: Alven Kreil was a fisheries biologist with the North Dakota Game and Fish Department at Devils Lake for many years and was highly respected by his peers and conservation workers throughout the Dakotas. He truly enjoyed his career and family, and lived life to the fullest.

Eligibility: All students attending the annual Dakota Chapter meeting are eligible.

Selection: Names of all students registered for the annual Dakota Chapter meeting are placed in a hat and names of two students are drawn from the hat.

Award: An annual student membership to the American Fisheries Society, paid for by the Kreil family. If a student receiving the scholarship has already paid their annual dues, the student is given an amount of money equal to annual student membership dues. Winners of the scholarships are usually announced during the awards portion of the evening banquet.

SECTION VI

APPENDIX A

ARTICLE I OF THE CONSITUTION OF THE AMERICAN FISHERIES SOCIETY

1. The name of the corporation is the AMERICAN FISHERIES SOCIETY, hereinafter called the SOCIETY. The term “Society” refers to the corporation as a whole and to its central functions and products; except in the aggregate, it does not refer to the corporation’s organizational units or to their functions or products.
2. The Society’s objectives are to:
 - a Promote the conservation, development, and wise use of the fisheries;
 - b Promote and evaluate the development and advancement of all branches of fisheries science and practice;
 - c Gather and disseminate to Society members and the general public scientific, technical, and other information about fisheries science and practice through publications, meetings, and other forms of communication; and
 - d Encourage the teaching of fisheries science and practice in colleges and universities and the continuing education and development of fisheries professionals.
3. The Society may undertake any lawful activity to administer its affairs and attain its objectives, alone or in conjunction with others, except any activity that would cause it to lose its exemption from United States federal taxation as provided by Section 501(c)(3) of the Internal Revenue Code of 1954, in that Section’s present or future form.

APPENDIX B

ANNUAL MEETING ARRANGEMENTS

The first area of concern is to schedule meeting facilities for the annual meeting. The meeting facilities are most often convention facilities associated with a motel, or a motel with adequate rooms for the business meeting, presentations, and social events. The complex should be of ample size to accommodate the entire membership. It is ideal to hold the meeting in the convention facilities of the motel because it then gives the chapter arrangements people more leverage in obtaining free use of meeting rooms.

It is not too early to approach prospective meeting facilities as early as one year in advance. Convention facilities often book a year or more in advance. Meet with the facility managers and explain the needs of the chapter meeting, number of rental rooms, number of meeting rooms, banquet facilities, coffee breaks, luncheons, "Murphy" rooms (hospitality rooms special guests), and discounted rooms for students.

It is the responsibility of the President and Vice-President to secure the best deal possible. This means the most meeting for the least amount of money. Often to recruit the meeting, the convention center managers will offer certain items for free. For example, one or two free coffee breaks can be obtained, one or two free "Murphy" rooms, free use of A/V equipment, perhaps free or discounted rooms for students and often free or upgraded rooms (suites) for Executive Committee members. The convention center will profit from room rentals and the banquet. Occasionally, the local Chamber of Commerce or Convention Bureau will provide money towards meeting expenses to help recruit the meeting to their area.

After the facility has been selected and prices negotiated, the Convention managers can do much of the work. You will need to pick from menus for certain meals. When choosing the facility be sure to inspect all the meeting rooms as well as the sleeping rooms to ensure their adequacy. Similarly, you will need to "block" (reserve) the number of rooms you expect to need.

You will need to provide a tentative agenda for the facility manager to plan around. Typically, the general chronology of meeting events are as follows: a welcome social; a full morning of presentations; a coffee break; afternoon papers; refreshment break; business meeting; evening social and banquet; morning papers; poster session during an extended coffee break; and last papers followed by adjournment.

Past experience has shown that the meeting flows much more smoothly if most meals can be provided. This allows everyone to remain on the premises and maintain schedules. Luncheons, social, and banquet expenses must be covered in the meeting registration. Similarly, a continental breakfast of rolls, juice and coffee prior to the first papers each day can be arranged for with little extra expense. This prevents attendees from going to restaurants, which may impact the punctuality of the meeting.

To determine the registration fee, add up total expense per individual, allow some extra revenues for covering other meeting expenses such as beverages and hors d'oeuvres for the

socials/hospitality rooms and miscellaneous expenses. After the total has been reached, then round (up) the fee to a convenient whole dollar amount. While the registration fee may appear like expensive to some, remember that it will be covering all attendee meal expenses. This should be made known in the pre-meeting newsletter when registrations costs are announced.

The treasurer will prepare registration cards and name badges. The cards should list the registration and the chapter membership dues separately as well as a provide lines to record the current address, phone number, and email address. At registration, there will always be some who do not want to pay the entire amount claiming that they will not be attending one of the meals. It is strongly recommended that you resist this and do not accept partial payment. The reasons are first; it will prove difficult or impossible to restrict entry to the meals for those who have not paid and secondly, the registration fee covers more than just meals and the chapter will have to absorb those costs.

Meeting Program

Prior to the first call for papers, a meeting theme(s), if any, should be decided. Typically, past meetings have had a theme with the understanding that the majority of the papers would center on that topic. This approach has met with limited success because several members all having research or management results all on the same subject is a rare occurrence. The vice-president may want to consider doing without a meeting theme in the future and instead simply invite general fisheries presentations and then organize presentations into sessions of similar subject matter.

Alternative formats that sometimes work well is to organize a panel discussion of several noted individuals all on a central topic. This works best if a somewhat controversial topic is available and participants with opposing viewpoints can be recruited. The panel presenters need not be Dakota chapter members. Typically, panelists should be invited speakers and each would be allowed to make opening comments. Then the discussion would be allowed to "roam" and take questions from the audience.

Another alternative that has proved successful is a joint meeting. In the past the Dakota Chapter has had joint meetings with neighboring AFS chapters and even with chapters of the Wildlife Society. When using this approach, joint themes become a little more important such as the resources of a particular geographic region or watershed.

Once the meeting format and theme has been settled the program chair is then ready to solicit abstracts. This is done in the newsletter in a " first call" usually 5-6 months in advance. An example call for papers and abstract form is included in this section. Abstracts should be solicited for both papers and posters. Abstracts are requested so as to ensure the presentation topic is appropriate and worthy. The program chair may receive more abstracts than meeting time will allow. The quality of the abstract will allow the program chair to choose among them. Typically presentations are limited to 15 minutes with 5 minutes of questions. Occasionally, a speaker will request a longer speaking time and that can be accommodated if the request is received well in advance. Often, abstracts will be submitted by student members. State and federal members may need to be encouraged to submit papers. Presentations need not be limited to completed research,

on the contrary, talks on management findings, new techniques, even research proposals may provide interesting topics.

Presenters should provide an electronic file (Power Point) to AV volunteers /moderator of their session. Because of the potential for technical problems it is a good idea to have presentation files backed-up on additional USB drives or media.

After the second and final call for papers has gone out and the advertised deadline has past, collect all the submitted abstracts together and begin to assemble the program. Begin with five minutes for a brief welcome by the president. Then begin to arrange the papers allowing 20 minutes each. Schedule the morning coffee break around 10 am for 15 minutes and continue the session until dinner. Allow at least one hour for lunch. Schedule the afternoon talks with another break around 3 pm. Try to schedule the poster session during an extended break to provide ample opportunity for everyone to speak with poster presenters. The business meeting requires approximately two hours. Schedule the business meeting to end in plenty of time to allow the attendees to return to their room to relax and change before the evening social and banquet. Schedule more papers for the following morning with a coffee break. Conclude the meeting by noon to allow everyone ample travel time.

The difficult part of all this is balancing the available abstracts with the available time. If you are fortunate, you will have more than enough abstracts to choose from. Occasionally, you will be short on papers. Both problems can be handled by adjusting the schedule times and providing a little innovation. Consider moving the morning start time up or back a little bit, consider shorting or lengthening the coffee breaks and noon break. Don't be concerned if this puts the start times at odd intervals.

The poster session should be scheduled preferably during an afternoon or evening, and the session should be clearly indicated in the meeting program. Remind attendees that poster authors will be with their displays to discuss their work and(or) answer questions during the poster session.

Often at the meeting there will be a continuing education program. Consider scheduling long continuing education courses the day before the meeting starts and shorter courses can be built into the daily program. This is a good way to expand the program if you are short on papers. Try to avoid scheduling continuing education courses that compete with presentations or the business meeting. Do not feel that you must accommodate late abstract submissions. If necessary, develop a waiting list for speakers in case someone drops from the program. It is very convenient to have a speaker who is willing to have a presentation on standby. Often the program chair will know of someone which has a pre-prepared talk recently given at another meeting. Once the agenda is set, stick with it. Try to organize contributed presentations by subject or species if possible. For students who are competing in the Best Student Paper Competition, schedule their talks as a single session, preferably in the morning. Avoid promising a certain presentation time to certain individuals. This denies the program chair much needed flexibility.

The vice-president should line up moderators ahead of time who will moderate each session. One session is either a morning or afternoon. Typically, 4 to 6 moderators are needed. It should be made clear that their jobs are to introduce the speakers and keep them on time. The speakers

should be warned ahead of time that the agenda will be strongly adhered to. The moderator should stand up in view of the speaker after 15 minutes. If the speaker continues to speak for another minute or two, allow them, but approach the speaker. The moderator can then whisper "one minute". If need be the lights can be turned on and/or the moderator will have to interrupt the speaker. At that point, questions should not be requested. Rarely will the moderator have to wrestle the microphone away from the speaker and announce "we're out of time". While this may seem rude, it is really the speaker who is being rude to the other speakers and the audience -- the other speakers will appreciate the adherence to the schedule.

The vice-president is in charge of more than just scheduling the technical sessions. A guest speaker for at the banquet is customary and it is also nice to have someone briefly address the group at the luncheon. It is customary to invite the Society President, the Executive Director, and the NCD President to the meeting. Only rarely will they be able to attend, however, an AFS dignitary might address the group at lunch and a guest speaker at the banquet. For the banquet speaker, don't limit your ideas to just resource professionals, think fun and think big, use your imagination and invite interesting people or unusual people. It is customary to cover registration and room expenses for guest speakers and visiting AFS dignitaries. Sometimes even airfare can be provided. Work with the other chapter Executive Committee members in your search for guests.

Sometimes other group meetings may be scheduled by members during the Dakota Chapter meeting. They will often arrange this on their own, scheduling for the day before the meeting starts. This is fine, but try to keep tabs on who the groups are and when and where they are meeting. This can often be checked up on by checking with the convention center manager. Add those meetings (as they have arranged them) to the agenda to facilitate others finding them. As soon as it is finalized be sure to get copies to all the speakers, Executive Committee members, scheduled guests and the convention center managers. If there are changes later, don't panic. Make a corrected version for giving out at the meeting and use signs and announcements to alert attendees. The Executive Committee meeting will also have to be scheduled, usually during the welcoming social on the first evening.

The agenda should also list times the registration desk will be open. The Secretary/Treasurer will be in charge of registration. Registration should run during the welcome social on the day before the meeting starts and in the morning (until noon) of the full day. The program chair should prepare a banquet agenda. That sheet should list the order of events for the banquet, what the menu is, who the guest speaker is, etc. These sheets need not include times but should be placed at each place at the tables prior to sitting.

Part of registration will include a registration packet. The packet should include a copy of the meeting agenda. A summary of the presentation and poster abstracts is nice but not necessary. Usually the meeting will include raffle ticket sales. Tickets are usually on sale at registration and at the socials and prizes are usually awarded at the banquet. These activities are should coordinated among the Student Subunits and the program chair.

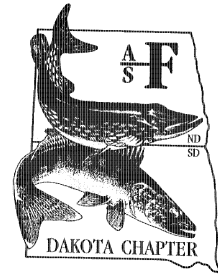
APPENDIX C

EXAMPLE FORMS, PRESENTATION GUIDELINES AND JUDGING CRITERIA

Example Agenda:

Dakota Chapter of the American Fisheries Society Annual Meeting

February 28 – March 2, 2005
Comfort Inn, Bismarck, North Dakota



Monday, February 28, 2005

12:30 - 5:00 PM	Registration
1:00 - 5:00 PM	Continuing Education Workshop: Aging fish with Otoliths
5:00 - 7:00 PM	EXCOM Meeting
6:00 PM -	Social

Tuesday, March 1, 2005

7:30 - 8:30 AM	Registration
8:30 - 8:35 AM	Opening Remarks – Scott Elstad, Dakota Chapter President
8:35 - 8:50 AM	Dean Hildebrand - Director North Dakota Game and Fish Dept.
8:50 - 11:50 AM	Presentations
12:00 - 1:00 PM	Lunch (Catered In House)
1:00 - 2:20 PM	Presentations
2:30 - 3:00 PM	Poster Session
3:00 - 5:00 PM	Chapter Business Meeting
5:30 - 6:30 PM	Social Hour - Cash Bar
6:30 - 9:30 PM	Banquet / Entertainment

Wednesday, March 2, 2005

8:30 - 11:30 AM	Presentations
11:30 - 12:00 AM	Best Paper Awards, final comments, meeting adjourn

Example committee report:

Resolutions Committee:

Report to the Dakota Chapter – American Fisheries Society

February, 2006

Committee Chair: Greg Simpson.

Action

Action requested:	None
Recommended Motion:	None
Minority View:	None
Background for Motion:	None
Cost:	None

Outcomes or Accomplishments

The entire Dakota Chapter was contacted in regards to potential resolutions or items of concern within the Dakota's in the December newsletter. The Environmental Concerns Committee were asked if any concerns from their perspective warranted a resolution by the Dakota Chapter. At the point of this writing, no resolutions were noted or sent in to the Resolutions Committee.

EXAMPLE abstract submission form:

Title:

Author(s): Underline name of presenter, affiliation(s), addresses, phone numbers:

Presentation type (please circle one): Oral or Poster

Presenter (please circle one): Student or Professional

Include in Best Paper or Poster competition¹ (please circle one): Yes or No

Abstract: (Abstracts should be 250 words or less)

¹ Students competing in the Best Student Paper Symposium need to 1) complete an extended abstract and 2) arrange for your advisor/mentor to submit an email to the Awards and Nominations Chair indicating that the study is at a stage appropriate for consideration (e.g., completed study). Example of extended abstracts can be found at:

<https://education.fisheries.org/awards/best-student-presentation-and-poster/>

Please submit extended abstracts no later than <XXX> to: <Chair, Awards and Nomination Committee>

Dakota Chapter Meeting Guidelines for Oral Presentations

1. Presentations throughout the meeting are scheduled in 20-minute blocks. Three things must happen during this block: 1) speaker introduction, 2) your talk, and 3) question and answer period. Out of courtesy to the audience and other speakers it is important that speakers stay on time. A good guideline is to allow one minute for an introduction, 15 minutes for your talk, and 3-4 minutes for questions. Your moderator will notify you when your presentation reaches 15 minutes. **At 18 minutes the moderator may stop the presentation so that questions can be addressed and preparations made for the next speaker.** So please adhere to these guidelines.
2. Rehearse your talk before the meeting to be sure you don't exceed the allotted time. Have peers evaluate your talk.
3. Podium lighting and microphones are not always dependable. Therefore, do not rely on note cards and practice speaking slowly and audibly.
4. A general outline for talks should be introduction, objectives, methods, results, and conclusions.
5. Objectives should be clearly stated. Conclusions should relate back to them.
6. Avoid unnecessary detail in methods unless the methodology is the central topic of your talk. Primarily discuss the results and conclusions.

Guidelines for Visual Aids

1. Keep the visuals simple; limit one idea per visual. Text and data visuals should be prepared specifically for your presentation, not copied from a manuscript or paper. Figures and tables prepared for publications usually do not make good visuals for talks because they contain too much detail.
2. When working with words, think brevity. Use a maximum of 6 words across and 5 or 6 lines deep. Use only key phrases to emphasize important points.
3. Tables should be simple with a maximum of 3 columns and 5 rows or vice versa. Illustrate complex ideas with a series of separate visuals.
4. Experiment with different graph and chart options for presenting data, but keep graphic slides simple. Explain the structure of graphs as well as their content.
5. Visuals look best if you use 2 to 4 different colors. Any more and the visuals look too confusing. White and yellow on blue, green or black backgrounds work well. Avoid color combinations of blue, green, and red. People who are colorblind may have problems telling these colors apart.

6. Use an easily read font in a large size (14 bold or larger). A general guide is that you should be able to read the text on your slide when holding it at arm's length.

Instructions for Platform Presentations:

1. Only **PowerPoint 2013 or newer**. Bring backup USB drives (containing your presentation file) with you to the meeting. Please limit very large picture files and excessive animation in presentations. Talks should be 15-20 slides.
2. A laptop with PowerPoint and LCD projector will be set up in the meeting room. Personal computers and projectors will not be allowed for presentations.
3. Authors should **include their last name as the beginning of the file name**. Example: Voorhees et al_2018_DakotaAFS.
4. PowerPoint presentations will be loaded on laptops by A/V staff before the conference. However, authors should also bring an extra copy of their presentation as a precaution.

Poster Presenter Guidelines

A good poster is uncluttered and clear in design. It has a legible text and logical organization. The main tenet of good poster design is simplification. Use a crisp, clean design and a strong title. Do not tell the entire research history and present only enough data to support your conclusions and show the originality of the work. Text material should be reduced to convey your points quickly and clearly. The most successful posters display a succinct statement of major conclusions at the beginning, followed by supporting text in later segments, and a brief summary at the end.

We recommend that you follow guidelines developed by Dr. Robert Carline: http://afs.confex.com/afs/Carline_Poster_guidelines-3.pdf

Design Suggestions and Specifications

- Plan the layout of your poster carefully
- Your poster may be prepared as either 1) a single, large computer-printed format, or 2) a composite of manually assembled smaller components.
- The top of your poster should include a large, easy-to-read title, including the author(s) name(s) and affiliation(s). The title lettering should be about 2 – 3” with subheadings ½ to 1” high.
- All lettering should be legible from 5’ away. The minimum type size for text should be no less than 18 point, but 24 point (1/4”) is preferable.
- Keep text brief. Report only key aspects of each section (e.g. introduction, study area, methods, results, discussion, and management implications). Do not display the entire text from a section of manuscript. Too much detail detracts from the primary message.
- Component parts should be organized to lead the viewer through the display.
- Displayed materials should be self-explanatory, freeing you for discussion.
- Use elements of different sizes and proportions. Convert tabular material to graphic display, if possible.
- Make illustrations simple and bold. Enlarge photos to show details clearly.
- Leave some open space in the design.
- Use color to add emphasis and clarity. A large and/or bright center of interest can draw the eye to the most important aspect of the poster.

EXAMPLE Score sheet for oral presentations:

Oral Presentations Judge's Score Sheet and Evaluation

PRESENTER'S NAME _____ TOPIC _____

Subject Matter and Scientific Merit:

1 = Poor 5 = Excellent

Introduction/ Background (set context for study)	1	2	3	4	5
Project Objectives (clearly defined)	1	2	3	4	5
Methods/ Approach (adequate to address objectives)	1	2	3	4	5
Explanation of analysis (audience walked through figures and tables)	1	2	3	4	5
Results adequately summarized (tied back to project objectives)	1	2	3	4	5
Conclusions (results applied to objectives, take home message)	1	2	3	4	5
Originality (novel methods, new approach)	1	2	3	4	5
Relevance (addresses important research problem, management issue)	1	2	3	4	5

Speaker Style and Readiness:

Clarity of voice	1	2	3	4	5
Pace of presentation (not too slow or fast)	1	2	3	4	5
Appropriate (not too casual or overly formal)	1	2	3	4	5
Mannerisms (eye contact, did not talk to slides, did not excessively use hands)	1	2	3	4	5
Readiness of speaker (smooth transitions, no lengthy pauses or reliance on notes)	1	2	3	4	5

Slides:

Organization (ideas flow in a logical manner)	1	2	3	4	5
Clarity of text (font appropriate size; easy to read, not too wordy)	1	2	3	4	5
Graphs, figures and photos (appropriate, clear, easy to interpret)	1	2	3	4	5
Allocation of time (not too much time on methods/ intro vs. results/discussion)	1	2	3	4	5

Comments:

--

EXAMPLE Score sheet for poster presentations:

Poster Presentations Judge's Score Sheet and Evaluation

PRESENTER'S NAME _____ TOPIC _____

Subject Matter and Scientific Merit (50%):

1 = Poor 5 = Excellent

Introduction/ Background (set context for study)	1	2	3	4	5
Project Objectives (clearly defined)	1	2	3	4	5
Methods/ Approach (adequate to address objectives)	1	2	3	4	5
Explanation of analysis (clearly defined and organized)	1	2	3	4	5
Results adequately summarized (tied back to project objectives)	1	2	3	4	5
Conclusions (results applied to objectives, take home message)	1	2	3	4	5
Originality (novel methods, new approach)	1	2	3	4	5
Relevance (addresses important research problem, management issue)	1	2	3	4	5
Sub-total points					

Poster Appearance (25%):

Organization (is poster aesthetically pleasing)	1	2	3	4	5
Clarity of text (font size appropriate; easy to read, not too wordy)	1	2	3	4	5
Graphs and tables (appropriate, clear, easy to interpret)	1	2	3	4	5
Photos (crowded, sparse, adequate)	1	2	3	4	5
Sub-total points					

Author's Presentation (25%):

Author's knowledge of subject matter	1	2	3	4	5
Professional presence of author	1	2	3	4	5
Author's enthusiasm for the project	1	2	3	4	5
Author's ability to answer questions	1	2	3	4	5
Sub-total points					

Total points	
---------------------	--

Comments:

Guidelines for Moderators

Thank you for agreeing to be a session moderator at the meeting. Your contribution will be an important part of making the meeting a success. As a moderator, you are responsible for ensuring that (1) the session and speakers are introduced to the audience, (2) each presentation of your session starts and ends on time, and (3) the audience interacts with the speakers. The following guidelines will help make moderating easy and enjoyable.

Before the Session

1. Make sure that you have received the following: speaker's name, affiliation, address and presentation title.
2. Read the "Guidelines for Oral Presentations" that was sent to you and your speakers, and make sure that you can respond to questions from the speakers.
3. Remind speakers that they have 15-16 minutes for their presentations and 3-4 minutes for questions.
4. Make sure each speaker knows that the A/V operators will turn lights on and projectors off two minutes before the scheduled end of each talk, so A/V equipment can be prepared for the next speaker.
5. Contact each speaker to decide what signals you will use to warn them about how much time is remaining for their presentation. Some moderators stand up, use hand signals, or hold up note cards to let the speaker know they have reached the 15-minute mark.
6. The audience may be hesitant to begin asking questions. Prepare for this by developing a question or two to "prime the pump" for audience questions and dialogue.
7. Make sure your watch shows the correct time.

During the Session

1. It is very important that the session start on time. If you feel the need to introduce yourself and make a few introductory comments, this must be done either just before the start of the session or just before introducing the first speaker. You should be able to introduce yourself and the session theme in only one minute.
2. Start each presentation on time and introduce the speaker.
3. Speaker introductions should be brief (< 15 seconds). The introduction should only include the speaker's name, title/status (student, professor, research biologist, etc.), affiliation (agency, university, company, etc.), and title of the presentation. If a speaker has a title slide listing co-authors, then it may not be necessary to verbally list them, especially if they are properly acknowledged in the conference abstract book. Check with each speaker on this issue.
4. Signal speakers when their presentation has reached 15 minutes.

5. If the presentation reaches 18 minutes, signal the A/V operator to turn on the lights and turn off the projector.
6. Keep track of the time used for questions and stop when appropriate. Do not cut into the next speaker's time.
7. Lead the audience in applause at the conclusion of the questions.

APPENDIX D

NOTES ON CONDUCTING MEETINGS

1. In conducting a meeting, the chair will set the tone and can help move along the business. Robert's Rules are a time-honored means of assisting in this.

2. On obvious actions the chair, while being sensitive to the group's wishes, can rule to facilitate action:

"Hearing no further discussion, we will vote on the question..."

"If there are no further nominations, nominations are closed (and the slate elected if only one person nominated!)"

"Minutes accepted"

"In view of the time and the discussion already heard, let's hear one more person for and against the motion and then vote..."

"There being no new business, this meeting is adjourned." & etc.

3. Committee reports and financial reports or similar informational presentations do not require a vote of acceptance. If a committee report recommends some action, the presenter of the report should indicate this in the form of a motion (no second needed for a committee initiated motion, except in the case of a committee composed of only one member).

"The committee nominates the following candidates.."

"The committee moves approval of the resolution..."

4. The chair in handling a motion should insure that:

- A. It is made by recognized members
- B. The motion is seconded if needed
- C. The chair should state the motion before the vote is made
- D. Results of the vote are announced, "Motion is passed"

APPENDIX E

A PRIMER ON ROBERT'S RULES OF ORDER

A. Main Question or Motion - Only one main question or motion may be before the group at one time. This motion has the lowest precedence of all motions. For our purposes, this, and all other motions, may be described with six questions:

- | | |
|---|----------|
| 1. May this motion apply to other motions? | No |
| 2. May the mover of this motion interrupt another member who is speaking? | No |
| 3. Must a member be recognized before speaking or making a motion? | Yes |
| 4. Must a motion be seconded before officially coming before the Governing Board? | Yes |
| 5. Is this motion debatable? | Yes |
| 6. What vote is required for adoption? | Majority |

B. Rising to a Point of Order - Usually used to point out that a mistake has been made, such as two main motions on the floor.

- | | |
|----------------------------|-------------------|
| 1. Applies to... | Any motion or act |
| 2. May interrupt... | Yes |
| 3. Requires recognition... | No |
| 4. Requires second... | No |
| 5. Debatable... | No |
| 6. Vote required... | No |

C. Withdrawal of a Motion - Of interest here is that the seconder does not have to agree or even be consulted. The mover simply asks that his/her motion be withdrawn. If someone objects, then another member, without second, moves that the original mover be allowed to withdraw his/her motion as follows:

- | | |
|----------------------------|------------|
| 1. Applies to... | Any motion |
| 2. May interrupt... | No |
| 3. Requires recognition... | Yes |
| 4. Requires second... | No |
| 5. Debatable... | No |
| 6. Vote required... | Majority |

D. To Table and to Take from the Table - Because these two work in a similar fashion, they are combined here for easy reference.

<u>Table</u>	<u>Take from Table</u>	
	Main question	Tabled motion
1. Applies to...	Main question	Tabled motion
2. May interrupt...	No	No
3. Requires recognition...	Yes	Yes
4. Requires second...	Yes	Yes
5. Debatable...	No	No
6. Vote required...	Majority	Majority

E. To Close or Limit Debate - A member may either move to close debate or to limit debate to # minutes. Merely calling out "Question" does not limit debate unless the chairman wishes to call for the vote.

1. Applies to...	Any debatable motion
2. May interrupt...	No
3. Requires recognition...	Yes
4. Requires second...	Yes
5. Debatable...	No
6. Vote required...	2/3 majority

Other Motions of Interest

1. To postpone indefinitely. This motion is used only by the opposition to an unexpected main question/motion and serves to open the main motion to debate. When the vote comes on this postponement motion, there are the usual two outcomes. If the motion to postpone is carried, the opposition has won. Only a motion to reconsider (see item 2 below) can bring the main question back to the floor. If the postponement motion is defeated, the opposition knows the strength of those favoring the main motion.

1. Applies to...	Main Question
2. May interrupt...	No
3. Requires recognition...	Yes
4. Requires second...	Yes
5. Debatable...	Yes
6. Vote required...	Majority

2. To reconsider. This applies to a main motion that has already been voted on at the same meeting and is used when someone wishes to attempt to change the outcome. The mover may interrupt a speaker and needs no recognition from the chair. A second is required, however. If passed, further discussion ensues and another votes is taken on the main motion.

1. Applies to...	Any motion except adjourn, suspend rules, table
2. May interrupt...	Yes (for entry)
3. Requires recognition...	No
4. Requires second...	Yes
5. Debatable...	Yes (if motion was debatable)
6. Vote required...	Majority