



MID-ATLANTIC CHAPTER  
AMERICAN FISHERIES SOCIETY

## **Mid-Atlantic Chapter – American Fisheries Society Bylaws**

### **SECTION I**

#### **Name and Objectives**

1. The name of this organization shall be the Mid-Atlantic Chapter of the American Fisheries Society, and hereinafter referred to as the Chapter.
2. The objectives of the Chapter shall be those of the American Fisheries Society, herein after called the Society, as set forth in Article I of the Constitution, and to encourage the exchange of information by members of the Society residing in, working in, or having a professional interest in the States of New Jersey and/or Delaware.

### **SECTION II**

#### **Membership**

1. Individuals in good standing (have paid annual membership dues for the current meeting year, defined as the time between successive Chapter business meetings, to the Chapter) are members in this Chapter. Society members residing in, working in, or having a professional interest in the States of New Jersey and/or Delaware are eligible for membership in this Chapter. Members of the Rutgers University Student Subunit, Stockton University Student subunit, and/or Marine Academy of Technology and Environmental Science (MATES) Student Subunit who have paid dues shall be recognized as Chapter members.
2. Only active members of AFS may vote, hold office, or chair a committee.

### **SECTION III**

#### **Officers**

1. The officers of the Chapter shall consist of elected officers of the Chapter, which consists of a President, President-Elect, Past President, Secretary, Treasurer, member at large, and student representative.

2. Upon completion of an election as described in Section VI, the newly elected Chapter Secretary, Treasurer, President-Elect, student representative, and at-large member shall be announced to the membership. Current Executive Committee Officers shall advance to the next higher office at the Chapter business meeting and the newly elected officers will be installed at this time. At the installation, the current President-Elect and President automatically become President and immediate Past-President, respectively.
3. The term of all officers shall be the date of their election through the election at the next Chapter business meeting or until a successor is elected. The Chapter President and Chapter President-Elect shall serve for a term of one year in each office (subject to provisions in Section VI), and shall be ineligible for re-election for a period of one year after the expiration of their term as Past-President. Other officers, save the Past-President and student representative, may hold office for a period longer than the year.
4. In case of a vacated position, the Executive Committee shall appoint a qualified replacement to fill an unexpired term. A vacated immediate past-presidency shall not be filled until the next scheduled transition of officers.

#### **SECTION IV**

#### **Duties of Officers**

1. The President shall:
  - A. Preside at all meetings;
  - B. Chair all Chapter and Executive Committee meetings;
  - C. Chair the Program Committee;
  - D. Represent the Chapter on the Northeastern Division Executive Committee and, when feasible, attend the Northeastern Division Meeting at Chapter expense if unable to procure funding by other means;
  - E. Represent the Chapter at Society meetings;
  - F. Appoint standing committee chairs within 60 days after assuming office, or as soon as possible thereafter;
  - G. Make appointments as authorized by the Bylaws;
  - H. Establish and appoint special committees as required;
  - I. Coordinate the activities of all Chapter committees and serve as liaison between such committees and the Executive Committee;
  - J. Exercise other responsibilities arising from actions of the Executive Committee, Chapter, Northeastern Division, and the Society;
  - K. Conduct official correspondence for the Chapter and present reports of Chapter activities at the annual meeting;
  - L. Ensure that all activities of the Chapter are in accordance with Chapter Bylaws, Rules, and Procedures and Society Constitution, Rules, and Procedures.
2. The President-Elect shall:
  - A. Assume the duties of President when that officer is temporarily or permanently unable to act;
  - B. Advance to the office of President at the Chapter annual business meeting;

- C. Develop a work plan for Presidency consistent with the Chapter Strategic plan
3. The Immediate Past-President shall:
    - A. Serve as Chair for the Chapter Nominating Committee;
    - B. Serve as Chapter Membership Committee Chair;
    - C. Serve on Student Affairs Committee
    - D. Perform other duties as may be requested by the President;
  4. The Treasurer shall:
    - A. Collect and be custodian of fees collected under Section VII of these Bylaws and any other funds that may be allotted to the Chapter;
    - B. Pay all Chapter accounts owed and disburse funds as directed by the Membership or the Executive Committee;
    - C. Submit a record of receipts and disbursements to the Audit Committee or Executive Committee before the annual Chapter meeting;
    - D. Perform such duties as may be requested by the Governing Board of the Society, the President of the Northeastern Division, and/or the President of the Chapter;
    - E. Submit a report to the Executive Director of the Society within 30 days of the end of the Chapter fiscal year (or when requested by the Executive Director) and perform other duties as may be requested by the President;
  5. The Secretary shall:
    - A. Prepare and maintain minutes of all Executive Committee meetings/calls and Chapter annual business meeting;
    - B. Maintain the official records and archives of the Chapter.
  6. The Student representative shall:
    - A. Shall serve as a Student Leader for Chapter activities involving graduate and undergraduate student members.
    - B. Serve as liaison between MAC students and the Executive Committee as a voting member of the Executive Committee
    - C. Attendance of MAC Executive Committee meetings
    - D. Administration of the MAC student email listerv
    - E. Fostering communication and interaction between students from all subunits
    - F. Fostering communication and interaction between students and professionals
    - G. Assisting with organizing and running the MAC Annual Meeting by:
      - i. Coordinating student travel awards
      - ii. Coordinating student volunteers for various tasks
      - iii. Organizing a student event if possible
      - iv. Assisting with other tasks as determined by the MAC President
    - H. Chairs Student Affairs Committee.
  7. The At-large member shall:
    - A. Recruit new members for the general membership and/or Executive Committee.
    - B. Support standing committees with executing stated goals where appropriate.

- C. Maintains regular contacts with fisheries interests in his/her state, and report items of interest to other Executive Committee members.
- D. Serve as member of the Membership Committee to recruit new members to the Chapter and Society.
- E. When the annual Chapter meeting is held in his/her state, assists the President with arrangements for the meeting.

## **SECTION V**

### **Executive Committee**

1. The Chapter Executive Committee comprises the elected officers of the Chapter, including the President, the President-Elect, Immediate Past-President, Secretary, Treasurer, at-large member, the student representative, and the chairpersons of each standing committee. Voting members are the President, the President-Elect, Immediate Past-President, Secretary, Treasurer, at-large member, and the student representative.
2. The committee is authorized to act for the Chapter between meetings and to perform appropriate duties and functions.
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 four voting members. Executive Committee members can appoint a proxy.
4. Each of the 7 voting members 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.
5. Executive Committee meetings are called by the President and are held at least six times per year (typically in the month immediately following the annual meeting, then every other month thereafter).

## **SECTION VI**

### **Meetings, Quorum, and Voting**

1. The nominating committee can entertain nominations from the floor at the Chapter's Annual Business Meeting. The officers are elected at the Annual Business Meeting of the Chapter by a majority of ballots cast by the membership in attendance at the Annual Business Meeting. They are installed at the meeting during which they are elected. At that time, the current President automatically becomes the Immediate Past President. The officers retain office until the next Annual Business Meeting (or until a successor is elected, per Section III, 3.). Officers, except Secretary, Treasurer, and the at-larger member, may not be elected for successive terms.

2. The nominee receiving the largest number of votes for each office is elected. If a tie occurs, the President, President-Elect, Past President, the Secretary, and the Treasurer will make the selection by a majority vote.
3. The Chapter shall hold at least one meeting annually at a time and place designated by the Executive Committee. This meeting is open to the entire membership.
4. When mutually agreeable, the Chapter may meet jointly with other organizations or with other units of the Society.
5. A quorum is required for the transaction of official business at the annual meeting. A quorum shall be at least 15 members in good standing. When a quorum is present, decisions at meetings are by simple majority of members in good standing, 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.
6. Business and voting procedures for the Chapter shall be determined by the Executive Committee and executed by the Secretary. Business and voting may be conducted via mail or electronic mail instead of at Chapter meetings. An electronic vote must be approved by the Executive Committee as appropriate for the issue being considered. All aspects of the vote (quorum, notification, length of time the vote is left open) must follow the approved procedures for the type of issue being considered.
7. Unless otherwise specified in these Bylaws or the Society Constitution, meetings are conducted according to the latest edition of Robert's Rules of Order.
8. The program and presentation of papers shall be the responsibility of the Program Committee.

## **SECTION VII**

### **Finances**

1. The Chapter's fiscal year shall start January 1 and end December of the same year.
2. A current accounting of all funds shall be kept by the Chapter Treasurer.
3. The Executive Committee may assess fees necessary to cover the costs of the meeting and Chapter activities.

## **SECTION VIII**

### **Chapter Committees**

1. Standing Committees help the President and the Executive Committee conduct the Chapter's affairs, and the chairs should report their committees' activities, findings, and recommendations, when appropriate, at annual Chapter meetings and interim meetings of the Executive Committee.
2. The term of duty for members of a standing committee shall extend from their appointment to the end of the meeting year, unless otherwise stipulated.
3. Chapter committees shall work in close coordination where possible with comparable committees of both the Northeastern Division and Society.
4. Special committees may be created by the Chapter Executive Committee for a specific purpose and are to be dissolved when no longer needed.
5. The Chapter has established the following standing committees:
  - A. MEMBERSHIP  
The Committee maintains Chapter Membership and takes appropriate measures to recruit new members. Personnel: 1. Immediate Past-President (Chair); 2. At-large member; 3. Indefinite number of others.
  - B. BEST STUDENT PRESENTATION AND PAPER AWARD  
The Committee nominates a Chapter member who makes an outstanding presentation (oral and/or poster) at the annual Chapter meeting. Personnel: Chair plus indefinite number of others.
  - C. NOMINATING AND BALLOT TALLY  
The Committee names a slate of candidates for the Chapter offices of President-Elect, Secretary, Treasurer, Student Representative, and at-large member. Also, the Committee counts the election ballots and transmits the results to the President within 10 days of the election's closing date. Personnel: Past-president (Chair) plus up to two people.
  - D. PROGRAM  
The Committee assembles and administers the program for the Chapter's annual meeting. Personnel: 1. President (Chair); 2. Indefinite number of others.
  - E. STUDENT AFFAIRS  
The Committee serves as the liaison between students, the student subunit, and the Mid-Atlantic Chapter. Personnel: Student Representative (Chair) plus Past President.
  - F. WEBSITE  
The Committee operates as webmaster for the Chapter and does related duties (maintains and updates website, social media, etc.). Personnel: Chair plus indefinite number of others.

## **SECTION IX**

### **Bylaws, Rules and Procedures**

1. The Bylaws are the defining document for the Chapter and take precedence over all other rules and procedures of the Chapter. The Bylaws cannot be suspended, unless otherwise specified in the Bylaws, and cannot be changed without prior notice to members.
  - A. The Bylaws of the Chapter may be amended by a 2/3 majority vote of approval by those members voting at a meeting or via an electronic vote, provided that prior notice of at least 30 days be given to the membership of the proposed change(s).
  - 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 Management Committee for approval.
  - C. Said change(s) do not take effect until the Society's Executive Director has sent the Chapter written notice of approval by the Society's Management Committee.
2. 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. The Rules may be suspended during an Executive Committee meeting until the next annual or special Chapter 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 members voting at an annual meeting, special Chapter meeting, or via an electronic vote.
  - C. The Rules may be amended by a simple majority of Active members in good standing voting at an annual meeting, special Chapter meeting, or via an electronic vote.
3. 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 vote of the Executive Committee.

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