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CERTIFICATE AWARD ORDER FORM

PLEASE ALLOW FOR A TWO - THREE WEEK TURNAROUND TIME.

TYPE OF CERTIFICATE (Cost of certificate-\$5, Cost of plaque-\$15, Shipping/Handling-\$5 per award)			
☐ Chapter ☐ Past President ☐ Vice President ☐ Secretary/Treasurer ☐ Newsletter Editor	☐ <u>Section</u> ☐ Best Paper ☐ Best Poster ☐ Distinguished Servi ☐ Award of Excellenc	_	
CERTIFICATE AWARD INFORMATIO	<u>N</u>		
Name to be Placed on Certificate:			
City, State, Year Where Presentation will	be Made:		
Date Presentation Will Be Made (MM/DD/	YY):		
Dates of Service for Award Recipient (M	M/YY to MM/YY):		
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City, State, Zip, Country:	<u> </u>		
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ORDERED BY Member Name, AFS#:	\$ubu	nit/Committee Name:	
PAYMENT DETAILS			
□ Please bill to above address			
Please charge VISA/Mastercard:	.	exp date:	

Return form to: Units Coordinator at American Fisheries Society, 5410 Grosvenor Lane, Suite 110, Bethesda, MD 20814 or fax to (301) 897-8096, Ihutchcroft@fisheries.org or call (301) 897-8616 ext. 201.

(Award is printed on AFS certificate paper which contains the AFS name/logo and year of organization)

NORTHEASTERN DIVISION

presents its

Outstanding Chapter Award

to the

Southern New England Chapter

for their outstanding efforts to encourage and reward students, disseminate research and chapter information as well as their overall excellence.

April 12, 1999
55th Annual Northeast Fish & Wildlife Conference
Manchester, New Hampshire

(Corporate seal is inserted here)

President, Northeastern Division

Executive Director

(Award is printed on AFS certificate paper which contains the AFS name/logo and year of organization)

CHAPTER PRESIDENT

John F. Kocik

is hereby awarded this

CERTIFICATE OF APPRECIATION

in recognition of personal contributions to the advancement and improvement of fisheries science in the professional and public interest by serving as President of the Southern New England Chapter of the American Fisheries Society and as a member of the Executive Committee of the Northeastern Division of the American Fisheries Society for the period of August 26, 1998 to June 16, 1999.

By order of the Membership of the Southern New England Chapter of the American Fisheries Society assembled in Hadley, Massachusetts this 16th day of June, 1999.

(Corporate seal is inserted here)	
· ·	Chapter Officer
	Executive Director

LABEL/REPORT/DISK ORDER FORM

PLEASE ALLOW FOR A WEEK TURNAROUND TIME. TYPE OF ORDER □ DISK REPORT ☐ LABELS ☐ Gum (Sticky) Labels Ascii-comma delimited ☐ Chesire (Paper) Labels Ascii- fixed length ORDER FORMAT ☐ CHAPTER ☐ DIVISION ☐ SECTION Include e-mails Zip Code Order include phone numbers Chesire (Paper) Labels State Order Include fax numbers ☐ Alpha (Last Name) Order Other: **Delinquent Members UPS SHIPPING ADDRESS (NO PO BOXES)** Address: City, State, Zip, Country: Phone, Fax, e-mail: BILLING ADDRESS (no need to fill in if same as above) Name:___ Address:_____ City, State, Zip, Country:_____ Phone, Fax, e-mail: ORDERED BY _____Subunit/Committee Name:___ Member Name, AFS#: ____ PAYMENT DETAILS Please bill to above address □ Please charge VISA/Mastercard:______ exp date:_____

Return form to: Units Coordinator at American Fisheries Society, 5410 Grosvenor Lane, Suite 110, Bethesda, MD 20814 or fax to (301) 897-8096, Ihutchcroft@fisheries.org or call (301) 897-8616 ext. 201.

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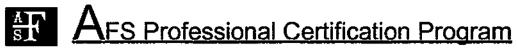
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Return form to: Units Coordinator at American Fisheries Society, 5410 Grosvenor Lane, Suite 110, Bethesda, MD 20814 or fax to (301) 897-8096, lhutchcroft@fisheries.org or call (301) 897-8616 ext. 201.



The Revised American Fisheries Society Professional Certification Program The program, described in this article, was implemented on 1 July 1998.

By the American Fisheries Society Task Force on Professional Certification
(Ira R. Adelman [chair], Michael L. Armstrong, Tracy L. Close, Wayne J. Daley, Harvey L. Forsgren, Peter C. Jacobson, Steve L. McMullin, Rudolph A. Rosen, Charles G. Scalet, and Alexander V. Zale)

Ira R. Adelman, chair of the AFS Task Force on Professional Certification, can be reached at (612) 624-4228; FAX (612) 625-5299; ira@finsandfur.fw.umn.edu. Individuals who wish to apply for professional certification should contact Laura Hutchcroft; AFS; 5410 Grosvenor Lane, Suite 110; Bethesda, MD 20814; (301) 897-8616, ext. 201; FAX (301) 897-8096. The Professional Certification application is also available in WordPerfect, Word, or Adobe formats at http://www.fisheries.org.

Background

The American Fisheries Society (AFS) Governing Board approved a revised program of professional certification at its midyear meeting in March 1997. The program, described in this article, was implemented 1 July 1998. The main differences between the existing and revised plan are (1) a change in the certification titles, from associate fisheries scientist and certified fisheries scientist to associate fisheries professional and certified fisheries professional, (2) a change in education requirements, and (3) a requirement for certification renewal every five years. The experience requirements are more clearly described but in essence have not changed.

Changes in the certification program will affect current and future associate and certified fisheries professionals and colleges and universities that provide fisheries education. To give universities and students time to adapt to the new education requirements, those requirements will become effective 1 July 2002. All applicants for certification before that date must satisfy current education criteria, and certified professionals will not have to complete additional course work to remain certified after implementation of the new education criteria.

Certification renewal will be phased in throughout five years beginning 1 July 1998. Eventually, all certified fisheries professionals will need to apply for certification renewal every five years. However, during the phase-in period, one-third of the certified fisheries professionals must apply for renewal by three years, one-third by four years, and the final one-third by five years. Individuals in the three groups will be randomly selected and notified by AFS. Because certification renewal requires documentation of continuing education and professional activities, current associate and certified fisheries professionals should begin keeping logs of those activities by 1 July 1998. Details of the certification renewal requirements and qualifying activities are described in this article.

Professional Certification Program

A fisheries professional is an Individual with specialized education in the sciences and technologies involving the structure, dynamics, and interactions of habitat, aquatic organisms, and humans. He or she may be a generalist in fisheries resource management or a specialist in one or more allied disciplines such as aquatic biology, limnology, oceanography, aquaculture, fisheries biometrics, fisheries economics, and fisheries engineering among others. Although areas of specialization may be varied, the individual's professional responsibilities must involve fish. Fisheries professionals are dedicated to high-quality service and the achievement of specific goals and objectives. They promote conservation—optimization of benefits for society while maintaining the integrity, diversity, and sustainability of aquatic systems—through research, education, management, and administration. Fisheries professionals strive for high standards of competence and integrity to establish mutual confidence and respect and to bring credit to their profession, employers, and community.

Certification is widely practiced by the professions as one means of setting standards and guidelines for professional recognition. It serves to upgrade the professional image and is a mark of accomplishment. Certification also is a mechanism to demonstrate responsible peer evaluation. The specific objectives of certification are as follows: (1) to provide governmental and nongovernmental agencies and organizations, private firms, courts, and the general public with a definitive minimum standard of experience and education for fisheries professionals; and (2) to foster broader recognition of fisheries professionals as well-educated and experienced, acting in the best interest of the public.

The AFS has worked to advance conservation of fishes and aquatic resources around the world for more than a century. With almost 10,000 members, the Society promotes educational, scientific, and technological development of all facets of fisheries science and management.

Certification Description

Two tiers of certification are available. An applicant who satisfies course work and degree (minimum of B.S. or B.A.) requirements but has insufficient or no experience may become an Associate Fisheries Professional (AFP). An applicant who satisfies course work and degree requirements and has a specific number of years of qualifying experience and a specific number of professional development quality points (PDQPs) may become a Certified Fisheries Professional (CFP).

- I. Associate Fisheries Professional (AFP)—Applicants must meet the academic (course and degree) requirements as prescribed under Guidelines for Professional Certification.
- II. Certified Fisheries Professional (CFP)—In addition to the academic requirements mentioned above, minimum experience and professional development requirements are listed under Guidelines for Professional Certification.

Although the same application form is used, applicants must designate the certification category, AFP or CFP, for which they are applying. If uncertain (because of course work variances, questions about qualifying/nonqualifying experience, professional development, etc.) as to the tier for which they qualify, a third choice may be indicated. This choice means that the applicant accepts the level of certification (AFP or CFP) granted by the AFS after its review.

Associate Fisheries Professional certification may be retained for a maximum of eight years, at which time the requirements for a Certified Fisheries Professional must be met and applied for in order to retain any AFS certification. The AFP must submit a new application with all requested information, with the exception of the course list and transcripts (unless further education has been acquired).

Guidelines for Professional Certification

Minimum course requirements 1, 2, 3, 4

- (A) Fisheries and aquatic sciences courses. A minimum of four (4) courses, for a total of twelve (12) semester or eighteen (18) quarter hours. Of the four (4) courses, at least two (2) must be directly related to fisheries science (e.g., fisheries science, ichthyology, fisheries management, fish ecology, aquaculture or fish culture, fish diseases, etc.), and at least one (1) must cover principles of fisheries science and management. Therefore, a maximum of two (2) nonfisheries, aquatic science courses (e.g., limnology, aquatic entomology, stream ecology, etc.) can be used in this category.
- (B) Other biological sciences courses that, when added to the preceding courses, total to thirty (30) semester or forty-five (45) quarter hours.
- (C) Physical sciences courses. Fifteen (15) semester or twenty-three (23) quarter hours.

- (D) Mathematics and statistics courses. Six (6) semester or nine (9) quarter hours, including one (1) calculus and one (1) statistics course or two (2) statistics courses. This new educational requirement will become effective July 1, 2002 until then please use the current guidelines. The guidelines to use before July 1, 2002 are six (6) semester or nine (9) quarter hours, including college algebra or calculus and one course in statistics.
- (E) Communications courses. Nine (9) semester or thirteen (13) quarter hours. Three (3) semester or five (5) quarter hours may be taken in communications-intensive courses (see explanation below) if officially designated as such by the university or college at which they were taken.
- (F) Human dimensions courses. Six semester or nine quarter hours. This new educational requirement will become effective July 1, 2002.

Description of course categories

The fisheries and aquatic sciences category must include four courses related to understanding or manipulating aquatic ecosystems. Courses such as fisheries science, limnology, oceanography, fisheries management, ichthyology, aquaculture or fish culture, taxonomy of aquatic organisms, and aquatic ecology are acceptable. Courses such as vertebrate biology, wildlife management, ornithology, general ecology, etc. do not belong in this category. The course designated as fulfilling the principles of fisheries science/management requirement must include fisheries population dynamics and habitat assessment and management. It must be an upper-division course (i.e., junior, senior, or graduate level) and must be at least three semester or four quarter hours. All combined fisheries and wildlife courses count as if they were 100% fisheries.

Physical sciences category courses include chemistry, physics, soils, geology, hydrology, earth science, astronomy, and meteorology.

Mathematics and statistics category courses must include one course each in calculus and statistics or two statistics courses. (Effective after July 1, 2002)

The communications category includes courses such as composition, technical writing, and verbal communication. Literature, foreign language, other humanities courses, and seminars do not count. Communications-intensive courses are defined as those whose primary subject is not communications but rather have intensive communications requirements and are officially designated as such by the university. Officially designated means that the university has a formal listing of courses as communications-intensive or a similar title, and that certain criteria have been met by those courses to receive such designation. Officially designated communications-intensive courses credited in this category also may be counted in another category. For example, if a fisheries management course is designated as communications-intensive, the course may count for full credit in both the fisheries and aquatic science category and the communications category.

Human dimensions category courses deal with social aspects of natural resource science and management. They include courses such as named courses in human dimensions of natural resources and courses in policy, planning, administration, law, ethics, public relations, leadership, conflict resolution, natural resource economics, and others related to natural resource management. Introductory social science courses such as sociology and psychology do not qualify. Courses in this group may be doubte-counted as fulfilling course requirements in the fisheries and aquatic sciences category, but the credit hours must be apportioned between the two categories based on the percentage time devoted to the human dimensions topic. (Effective after July 1, 2002)

Minimum Degree and Experience Requirements for Certified Fisheries Professionals

(1) A bachelor of science or bachelor of arts degree, plus five years of full-time qualifying experience, post-bachelor's degree

or

(2) A master of science or a master of arts degree, plus four years of full-time qualifying experience, post-bachelor's degree

OI

(3) A doctor of philosophy degree, plus two years of full-time qualifying experience, post-bachelor's degree.

Description of qualifying experience

Qualifying experience is that in which the candidate applies current knowledge in the fisheries sciences within the context of fisheries management, research, education, or administration. Because the fisheries profession is so varied in specialization, identifying qualifying experience cannot be easily generalized.

Below are types and examples of qualifying experience in each area:

Management involves the application of fisheries science principles (e.g., population dynamics, aquatic biology, limnology, habitat assessment and manipulation, human dimensions, fish culture, biometrics) toward the accomplishment of specific fisheries management goals and objectives. The candidate should have responsible charge or supervision over the planning, implementation, and assessment of projects. Responsible charge or supervision is defined as the direction of work such that the successful completion of the work depends on decisions made by the professional with limited oversight, direction, or approval of others. Projects include recreational and commercial fisheries investigations and management, fish culture, environmental assessment, habitat restoration or enhancement, and fish disease management. Qualifying experience requires that the candidate use independent judgment and action.

Research involves responsible charge or supervision of field or laboratory fisheries research projects. Qualifying experience includes oversight responsibility for design, implementation, analysis, and report writing. Research projects should either be published in a recognized, peer-reviewed journal or used by the employer for the purpose of improved scientific methodology, regulatory decision making, or resource management practices.

Education involves college-level teaching of various facets of fisheries management, research, and administration. Education also may involve development and delivery of educational programs in fisheries for dissemination to the general public or particular stakeholders.

Administration involves direct-line authority over other fisheries professionals engaged in activities or programmatic responsibilities over activities that qualify for certification described under the headings of management, research, and education given above. Candidates must have responsibility and decision-making authority of such magnitude as districtwide, regional, statewide, or national fisheries programs. Independent judgment and consequences of actions must be present.

Minimum Professional Development Requirements (Will be required as of July 1, 2000)

Description and criteria

Professional development is required of all Certified Fisheries Professionals (CFPs) to keep abreast of developments in the field and to ensure continued enhancement of knowledge and skills throughout the CFP's career. Consequently, a CFP must submit evidence of professional development activities to achieve and maintain certification.

A point system is used to evaluate professional development. Prior to initial certification as a CFP and every five (5) years thereafter, a CFP must submit evidence of continued activity and development by accumulating a minimum number of professional development quality points (PDQPs). Whereas a minimum number of PDQPs must be obtained in activity Categories I and II (continuing education), the

remaining PDQPs must be distributed among at least two (2) of the remaining three (3) activity categories. These categories and specific activities within the categories are listed below.

Category I. Continuing education—fisheries

Includes subjects directly related to fisheries science or management. Examples include fisheries management, habitat management, fisheries economics, fish diseases, aquaculture or fish culture, fisheries policy and law, aquatic ecology, etc.

Activities	PDQPs
Participation in short-courses or training programs sponsored or conducted by commercial organizations, professional organizations/agencies, employers, or universities	0.5 per hour of instruction
Attendance at annual or semiannual meetings or special conferences of professional societies, educational organizations, etc.	0.5 per hour of participation
Attendance at in-house meetings of employer involving education on new techniques or developments in the profession	0.5 per hour of participation
Completion of self-instruction audiovisuals	0.5 per hour of instruction
Attendance at seminars conducted by experts in the subject	0.5 per hour of instruction

Category II. Continuing education—nonfisheries

Includes subjects that are not primarily fisheries oriented but are professionally enriching to the individual. Examples include computer science and statistics, managerial and teadership skills, public speaking, problem-solving, public relations, marketing, planning, and other related natural resource disciplines such as forestry, wildlife, etc.

Activities	PDQPs
Participation in short courses or training programs sponsored or conducted by commercial organizations, professional organizations/agencies, employers, or universities	0.5 per hour of instruction
Attendance at annual or semi-annual meetings or special conferences of professional societies, educational organizations, etc.	0.5 per hour of participation
Attendance at in-house meetings of employers involving education on new techniques or developments in the profession	0.5 per hour of participation
Completion of self-instruction audiovisuals	0.5 per hour of instruction
Attendance at seminars conducted by experts in the subject	0.5 per hour of instruction

Category III. Oral communications in fisheries and nonfisheries subjects

Includes the development, preparation, and presentation of activities such as those described in categories I and II. Context is any public meeting that is open to the general public or a select group of invited participants. For fisheries subjects, the audience need not be fisheries professionals. For nonfisheries subjects, the audience must be fisheries professionals. Multiple presentations of the same or similar subject matter can only be credited once during a certification renewal period.

Activities	PDQPs
Author/coauthor of an oral or poster presentation at a professional meeting	7
Author/coauthor of an oral or poster presentation to a nonprofessional audience	7
Organizer/instructor of a short course or workshop	20
Instructor of a quarter- or semester-length course	10 points per credit maximum 30
Author/producer of self-instruction audiovisuals in fisheries	20

Category IV. Written communications

Developing, writing, editing, reviewing, and publishing fisheries-oriented materials. The written material need not be published, but it must be readily available to professional and nonprofessional audiences.

Activities	PDQPs
Author/coauthor of peer-reviewed article or book chapter	15
Author/coauthor of a book/monograph	30
Editor/coeditor of a book/monograph	15
Author/coauthor of non-peer-reviewed article in a magazine, brochure, newspaper, etc.	7
Author/coauthor of an agency publication or report	10
Reviewer or editor of an article that has been submitted for publication	3
Book reviewer for a professional publication	5

Category V. Service

Involves membership and active participation in fisheries or aquatic professional societies and organizations, and community service that draws on the individual's professional expertise in fisheries. Community service may include contributions of professional expertise to civic groups, environmental organizations, government, etc. Points are given for each year served in multiple-year appointments.

Activities	PDQPs
Holding the highest office in an organization (including subdivisions), (e.g., president, director, chair, journal editor, etc.)	15
Holding the other offices in an organization (including subdivisions), (e.g., secretary, treasurer, associate editor, newsletter editor, Committee chair, etc.)	10
Committee member	4

PDQP requirements (Will be required as of July 1, 2000)

PDQPs are required to both achieve and maintain status as a CFP. However, because only formal education is needed to achieve AFP status, PDQPs are not required. At the time of application for the initial CFP, the candidate must have accumulated 30 PDQPs during the previous 2 years. These must be accumulated in at least two of the five categories. To maintain CFP status, 100 PDQPs must be accumulated during the previous 5 years, and an application for certification renewal must be submitted during the fifth year after previous certification. The 100 PDQPs must be distributed among the five categories as follows:

Category I or II:	Minimum 35, maximum 60, combined
Category III:	Maximum 35
Category IV:	Maximum 35
Category V:	Maximum 35
Total:	Minimum 100

Professional development should be undertaken through various activities. The minimum requirement in Category I or II combined is to ensure that a portion of the PDQPs are acquired through continuing education as opposed to professional activities. The maximum requirements in the other categories ensure that some PDQPs are obtained in at least three categories. CFP applicants will be provided with a Professional Development Activity Form for documenting such activities for certification renewal. Notification of the need for certification renewal will be sent to each AFP and CFP not less than twelve (12) months prior to the renewal date. Applicants are responsible for maintaining their own records and for verifying the accuracy of these records if requested to do so. Copies of meeting agendas, certificates, registrations, etc. should be retained so they can be supplied if requested. Applicants are encouraged to document activities that they believe most clearly fit the criteria, up to a maximum of 125 points. While the AFS Professional Code of Ethics is operative in maintaining the integrity of documentation, the AFS may request verification to ensure process validity. Denial of certification renewal may be appealed to the Board of Appeals. The applicant should prepare an appeal only if additional information or further clarification of previously stated facts is provided.

Individuals who held the CFP designation for at least twenty (20) years (need not be consecutive) and who are employed less than full time or are retired, may request emeritus status through which they can maintain their CFP status without the renewal requirement. Copyright © 1997 by the American Fisheries Society. All rights reserved.

AMERICAN FISHERIES SOCIETY PROFESSIONAL CERTIFICATION PROGRAM

American Fisheries Society ● Suite 110, 5410 Grosvenor Lane ● Bethesda, MD 20814-2199 (FOR USE BEFORE JULY 2000)

The American Fisheries Society, through its Board of Professional certification, offers professional certification to anyone who meets specific education and experience requirements. Two tiers of certifications are available: Tler I - Associate Fisheries Professional - an applicant who satisfies coursework and degree requirements (indicated below) but has insufficient or no experience may become an Associate Fisheries Professional; Tier II - Certified Fisheries Professional - in addition to satisfying coursework and degree requirements, an applicant must have a specific number of hours of qualifying experience to become a Certified Fisheries Professional.

GUIDELINES FOR PROFESSIONAL CERTIFICATION

Minimum Coursework Requirements for Associate and Certified Fisheries Professionals

	Subject Area	Semester hours**	Quarter hours
A.	Fisheries and Aquatic Sciences Courses. Four (4), two of which must be directly related to fisheries science.*		
B.	Other Biological Sciences courses, which when added to the above courses must total	30 (A+B)	45 (A+B)
C.	Physical Sciences courses	15	22
D.	Mathematics and Statistics courses	6	9
E.	Communications courses	6	9

^{*}e.g., fisheries science, ichthyology, fisheries management, fish ecology, fish culture, fish disease, etc

Fisheries and Aquatic Sciences must include four (4) courses related to understanding or manipulating aquatic ecosystems, such as fisheries science, limnology, oceanography, fisheries management, ichthyology, fish culture, taxonomy of aquatic organisms, or aquatic ecology. (Courses such as vertebrate biology, wildlife management, ornithology, etc. do not belong in the Fisheries or Aquatic Sciences course section.)

Physical Sciences include chemistry, physics, soils, geology, and meteorology.

Mathematics and Statistics must include college algebra or calculus and one course in statistics.

Communications include courses such as composition, technical writing, and verbal communication. (Literature, seminars foreign language, and other humanities courses do not belong in this section.)

^{**} Semester hours = Quarter hours x 2/3

Minimum Degree and Experience Requirements for Certified Fisheries Professionals

- (1) A bachelor of science or bachelor of arts degree, <u>plus</u> five years of full-time qualifying experience, post-bachelor's degree or:
- (2) A master of science or a master of arts degree, <u>plus</u> four years of full-time qualifying experience, post-bachelor's degree or:
- (3) A doctor of philosophy degree, plus two years of full-time qualifying experience, post-bachelor's degree.

Description of qualifying experience

Qualifying experience is that in which the candidate applies current knowledge in the fisheries sciences within the context of fisheries management, research, education, or administration. Because the fisheries profession is so varied in specialization, identifying qualifying experience cannot be easily generalized. Below are types and examples of qualifying experience in each area:

Management involves the application of fisheries science principles (e.g., population dynamics, aquatic biology, limnology, habitat assessment and manipulation, human dimensions, fish culture, biometrics) toward the accomplishment of specific fisheries management goals and objectives. The candidate should have responsible charge or supervision over the planning, implementation, and assessment of projects. Responsible charge or supervision is defined as the direction of work such that the successful completion of the work depends on decisions made by the professional with limited oversight, direction, or approval of others. Projects include recreational and commercial fisheries investigations and management, fish culture, environmental assessment, habitat restoration or enhancement, and fish disease management. Qualifying experience requires that the candidate use independent judgment and action.

Research involves responsible charge or supervision of field or laboratory fisheries research projects. Qualifying experience includes oversight responsibility for design, implementation, analysis, and report writing. Research projects should either be published in a recognized, peer-reviewed journal or used by the employer for the purpose of improved scientific methodology, regulatory decision making, or resource management practices.

Education involves college-level teaching of various facets of fisheries management, research, and administration. Education also may involve development and delivery of educational programs in fisheries for dissemination to the general public or particular stakeholders.

Administration involves direct-line authority over other fisheries professionals engaged in activities or programmatic responsibilities over activities that qualify for certification described under the headings of management, research, and education given above. Candidates must have responsibility and decision-making authority of such magnitude as district wide, regional, statewide, or national fisheries programs. Independent judgment and consequences of actions must be present.

Application Instructions

- A.) Please type your application (untyped application will be returned). Fill it out carefully. Summarize your job responsibilities in the allotted space. All information must be provided on this application form. <u>Do not send resumes</u>. (Applications that are incomplete or inaccurate will be returned.)
- B.) List the most appropriate or advanced courses that conform to the minimum standard. Do not include of research or seminars. It is not necessary to include all courses taken in a subject area. Official transcripts must be received in support of all courses. Evidence of conferral of degree(s) should be indicated by the graduation date imprinted on the transcript, by the copy of the diploma, or when necessary, by a letter of completion of degree requirements.

C.) AFP designation:

The AFP status may not be retained indefinitely. For individuals certified prior to 7/1/98 this designation may be retained for 10 years. AFP's certified after 7/1/98 may retain this designation for 8 years. If after the specified time period the CFP status is not obtained, the AFP status will be revoked.

D.) Application Fee:

- Certified Fisheries Professional \$100 (AFS member) and \$200 (Non member)
- Associate Fisheries Professional \$50 (AFS member) and \$100 (Non member)
- Certified Fisheries Professional (Previously certified as Associate Fisheries Scientist)
 \$50 (AFS member) and \$100 (AFS Non member).
- Will accept either category: \$100 (AFS member) and \$200 (Non member) the difference
 of the application fees will be refunded.

E.) Application Procedures:

Each application must be accompanied by appropriate payment. Make checks payable to the America Fisheries Society. The application fee is refundable only if your application is not accepted for review. Please be sure to sign the application. Submit the completed application and requests for additional information certification packets to the following address:

Certification Program
American Fisheries Society
5410 Grosvenor Lane, Suite 110
Bethesda, Maryland 20814-2199

Questions: (301) 897-8616 ext. 201.

APPLICATION FOR PROFESSIONAL CERTIFICATION

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TELEPHONE- H	ome-{) _			Business ()		
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Institutions	Dates Attended		Degrees*	Year	Majors	Minors	
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Title of Master's	Thesis:	,				•	_1
Title of Doctoral	Dissertation:						
*If degree not ob	otained, indica	te numb	er of hours tows	ard degree.			

QUALIFYING FULL-TIME EXPERIENCE (In chronological order, current employment first)

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QUALIFYING, EXPERIENCE RELATED, PROFESSIONAL COMMUNICATIONS

•	
	Publications: Give complete citations – author(s), year, title of paper, publication volume and number and pages. Cite no more than five of your most recent or significant publications.
	Administrative reports: Give complete citations – author(s), year, title, pages. Cite no more than five of your most recent or significant reports.
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*	
	Oral reports or presentations: Give year and title, and identify the audience. Cite no more than five of your most
	recent or significant presentations.
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MINIMUM COURSEWORK REQUIREMENTS*

Please include only the minimum number of hours needed for each area.

See "Guidelines for Professional Certification" (on front cover) for descriptions of required coursework and follow those guideline closely.

Course grade must be "C" or better to be acceptable. (No pass/fails)

Subject Area	School	Course Number	Course Title	Semester Hrs**
A. Fisheries and Aquatic Sciences. Four (4) courses, Two of which must be directly related to fisheries sciences.				
B. Other Biological Sciences courses, which when added to the above courses must total 30 semester hours.				
TOTAL of A + B				
C. Physical Sciences courses. Must total 15 semester hours.				
TOTAL of C				
D. Mathematics and Statistics courses, which must include college algebra or calculus and one course in statistics. Must total a semester hours.				
TOTAL of D				
E. Communications courses. Must total 6 semester hours.				
TOTAL of E			1	

^{*}NOTE: If your coursework is deficient in any area, request the "Guidelines for Satisfying Coursework Deficiencies," from AFS headquarters. A deficiency requires your attention.

^{**} Semester hours = quarter hours x 2/3

PROFESSIONAL INTERESTS AND GOALS

Affiliations in AFS - Division	_ Chapter
Section	
Affiliations in other professional, scientific, or honorary societies	
Services to AFS and other professional or scientific societies	
What are your goals as a fisheries professional?	
FISHERIES PROFESSIONAL	. CODE OF PRACTICES
As a fisheries professional, I will strive to conform to the Ar and support and promote the North American Fisheries Policy. I for together with all attached documents are true to the best of my knot understand that my certification will be revoked.	merican Fisheries Society Standards of Professional Conduct urther attest that the information provided in this application, wiledge. If any part of the information provided herein is false,
Date Submitted Applicant Signature	Not valid unless signed
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Do you wish your highest degree shown on your certificate follow Type or print your name exactly as you wish it to appear on the co	

AMERICAN FISHERIES SOCIETY 5410 Grosvenor Lane, Suite 110 Bethesda, Maryland 20814-2199 Phone: (301) 897-8616

AMERICAN FISHERIES SOCIETY PROFESSIONAL CERTIFICATION PROGRAM

American Fisheries Society ● Suite 110, 5410 Grosvenor Lane ● Bethesda, MD 20814-2199 (FOR USE BETWEEN JULY 2000 and JULY 2002)

The American Fisheries Society, through its Board of Professional certification, offers professional certification to anyone who meets specific education and experience requirements. Two tiers of certifications are available: Tier I - Associate Fisheries Professional - an applicant who satisfies coursework and degree requirements (indicated below) but has insufficient or no experience may become an Associate Fisheries Professional; Tier II - Certified Fisheries Professional - in addition to satisfying coursework and degree requirements, an applicant must have a specific number of hours of qualifying experience to become a Certified Fisheries Professional. After July 1, 2000 applicants for Certified Fisheries Professional will also need to demonstrate continuing professional development.

GUIDELINES FOR PROFESSIONAL CERTIFICATION

Minimum Coursework Requirements for Associate and Certified Fisheries Professionals

	Subject Area	Semester hours**	Quarter hours
A.	Fisheries and Aquatic Sciences Courses. Four (4), two of which must be directly related to fisheries science.*		
B.	Other Biological Sciences courses, which when added to the above courses must total	30 (A+B)	45 (A+B)
C.	Physical Sciences courses	15	22
D.	Mathematics and Statistics courses	6	9
E.	Communications courses	6	9

^{*}e.g., fisheries science, ichthyology, fisheries management, fish ecology, fish culture, fish disease, etc.

Fisheries and Aquatic Sciences must include four (4) courses related to understanding or manipulating aquatic ecosystems, such as fisheries science, limnology, oceanography, fisheries management, ichthyology, fish culture, taxonomy of aquatic organisms, or aquatic ecology. (Courses such as vertebrate biology, wildlife management, ornithology, etc. do not belong in the Fisheries or Aquatic Sciences course section.)

Physical Sciences include chemistry, physics, soils, geology, and meteorology.

Mathematics and Statistics must include college algebra or calculus and one course in statistics.

Communications include courses such as composition, technical writing, and verbal communication. (Literature, seminars foreign language, and other humanities courses do not belong in this section.)

^{**} Semester hours = Quarter hours x 2/3

Minimum Degree and Experience Requirements for Certified Fisheries Professionals

- (1) A bachelor of science or bachelor of arts degree, plus five years of full-time qualifying experience, post-bachelor's degree or;
- (2) A master of science or a master of arts degree, plus four years of full-time qualifying experience, post-bachelor's degree
- (3) A doctor of philosophy degree, plus two years of full-time qualifying experience, post-bachelor's degree.

Description of qualifying experience

Qualifying experience is that in which the candidate applies current knowledge in the fisheries sciences within the context of fisheries management, research, education, or administration. Because the fisheries profession is so varied in specialization, identifying qualifying experience cannot be easily generalized. Below are types and examples of qualifying experience in each area:

Management involves the application of fisheries science principles (e.g., population dynamics, aquatic biology, limnology, habitat assessment and manipulation, human dimensions, fish culture, biometrics) toward the accomplishment of specific fisheries management goals and objectives. The candidate should have responsible charge or supervision over the planning, implementation, and assessment of projects. Responsible charge or supervision is defined as the direction of work such that the successful completion of the work depends on decisions made by the professional with limited oversight, direction, or approval of others. Projects include recreational and commercial fisheries investigations and management, fish culture, environmental assessment, habitat restoration or enhancement, and fish disease management. Qualifying experience requires that the candidate use independent judgment and action.

Research involves responsible charge or supervision of field or laboratory fisheries research projects. Qualifying experience includes oversight responsibility for design, implementation, analysis, and report writing. Research projects should either be published in a recognized, peer-reviewed journal or used by the employer for the purpose of improved scientific methodology, regulatory decision making, or resource management practices.

Education involves college-level teaching of various facets of fisheries management, research, and administration. Education also may involve development and delivery of educational programs in fisheries for dissemination to the general public or particular stakeholders.

Administration involves direct-line authority over other fisheries professionals engaged in activities or programmatic responsibilities over activities that qualify for certification described under the headings of management, research, and education given above. Candidates must have responsibility and decision-making authority of such magnitude as district wide, regional, statewide, or national fisheries programs. Independent judgment and consequences of actions must be present.

Professional Development and Renewal Requirements

All Certified Fisheries Professionals must renew their certification every 5 years. (During an initial implementation period some CFPs will be required to renew after 3 or 4 years. Certified Fisheries Professionals and those applying for certification are responsible for documenting professional development activities on the professional development activity form. Professional Development Quality Points (PDQPs) are assigned to various activities to document levels of involvement. Applicants are responsible for maintaining their own records and for verifying the accuracy of these records if requested to do so. Copies of meeting agendas, certificates, registrations, etc., should be retained so they can be supplied if requested. Applicants are encouraged to document activities that they believe most clearly fit the criteria.

While the AFS professional code of ethics is objective in maintaining the integrity of documentation, the AFS may request verification to ensure process validity. Denial of certification renewal may be appealed to the Board of Appeals. Notification of the need for certification renewal will be sent to each Associate Fisheries Professional and Certified Fisheries Professional not less than 12 months prior to the renewal date.

Application Instructions

- A.) Please type your application (untyped application will be returned). Fill it out carefully. Summarize your job responsibilities in the allotted space. All information must be provided on this application form. Do not send resumes. (Applications that are incomplete or inaccurate will be returned.)
- B.) List the most appropriate or advanced courses that conform to the minimum standard. Do not include of research or seminars. It is not necessary to include all courses taken in a subject area. Official transcripts must be received in support of all courses. Evidence of conferral of degree(s) should be indicated by the graduation date imprinted on the transcript, by the copy of the diploma, or when necessary, by a letter of completion of degree requirements.
- C.) AFP designation:

The AFP status may not be retained indefinitely. For individuals certified prior to 7/1/98 this designation may be retained for 10 years. AFP's certified after 7/1/98 may retain this designation for 8 years. If after the specified time period the CFP status is not obtained, the AFP status will be revoked.

D.) Professional Development Quality Points and Qualified Work Experience requirements:

If applying for CFP status after July 1, 2000, candidates need to demonstrate accrual of 30 PDQPs over the past 2 years. These points must be accrued in at least 2 out of 5 categories with a minimum of 10 points per category. A professional development activity form is included in this application packet. Please submit this form with your application for professional certification after July 1, 2000.

E.) Application Fee:

- Certified Fisheries Professional \$100 (AFS member) and \$200 (Non member)
- Associate Fisheries Professional \$50 (AFS member) and \$100 (Non member)
- Certified Fisheries Professional (Previously certified as Associate Fisheries Scientist) \$50 (AFS member)
 and \$100 (AFS Non member).
- Will accept either category: \$100 (AFS member) and \$200 (Non member) the difference of the application fees will be refunded.
- F.) Application Procedures:

Each application must be accompanied by appropriate payment. Make checks payable to the America Fisheries Society. The application fee is refundable only if your application is not accepted for review. Please be sure to sign the application. Submit the completed application and requests for additional information certification packets to the following address:

Certification Program
American Fisheries Society
5410 Grosvenor Lane, Suite 110
Bethesda, Maryland 20814-2199

Questions: (301) 897-8616 ext. 201

APPLICATION FOR PROFESSIONAL CERTIFICATION

NAME	Last	Middle		Fin	st .	
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*If degree not ob	ained, indicate r	number of hours towa	rd degree.			

QUALIFYING FULL-TIME EXPERIENCE (In chronological order, current employment first)

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Period in this position: From:	(Day, Month, Year)		(Day, Month, Year)	
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QUALIFYING FULL-TIME EXPERIENCE

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QUALIFYING, EXPERIENCE RELATED, PROFESSIONAL COMMUNICATIONS

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MINIMUM COURSEWORK REQUIREMENTS*

Please include only the minimum number of hours needed for each area.

See "Guidelines for Professional Certification" (on front cover) for descriptions of required coursework and follow those guidelines closely. Course grade must be "C" or better to be acceptable. (No Pass/Fails)

Subject Area	School	Course Number	Course Title	Semester Hrs**
A. Fisheries and Aquatic Sciences. Four (4) courses, Two of which must be directly related to fisheries sciences.				
B. Other Biological Sciences courses, which when added to the above courses must total 30 semester hours.				
TOTAL of A + B				
C. Physical Sciences courses. Must total 15 semester hours.				
TOTAL of C				
D. Mathematics and Statistics courses, which must include college algebra or calculus and one course in statistics. Must total 6 semester hours.				
TOTAL of D				
E. Communications courses. Must total 6 semester hours.				
TOTAL of E				

^{*}NOTE: If your coursework is deficient in any area, request the "Guidelines for Satisfying Coursework Deficiencies," from AFS headquarters. A deficiency requires your attention.

^{**} Semester hours = quarter hours x 2/3

PROFESSIONAL INTERESTS AND GOALS

	Affiliations in AFS – Division	Chapter
	Section	
	Affiliations in other professional, scientific, or honorary societies	s
	Services to AFS and other professional or scientific societies	
	What are your goals as a fisheries professional?	
	FISHERIES PROFESSION	AL CODE OF PRACTICES
	As a fisheries professional, I will strive to conform to the	American Fisheries Society Standards of Professional Conduct
	and support and promote the North American Fisheries Policy. I together with all attached documents are true to the best of my kill understand that my certification will be revoked.	further attest that the information provided in this application,
	Date Submitted Applicant Signatu	re Not valid unless signed
		NOL VANG UNIESS SIGNEG
•	Do you wish your highest degree shown on your certificate follo	wing your name? Yes No No

Type or print your name exactly as you wish it to appear on the certificate.

AMERICAN FISHERIES SOCIETY 5410 Grosvenor Lane, Suite 110 Bethesda, Maryland 20814-2199 Phone: (301) 897-8616

FIRST-TIME ASSOCIATE FISHERIES PROFESSIONAL APPLICANTS DO NOT USE PDQP FORMS

Professional Development Activity Form

SUMMARY OF PROFESSIONAL DEVELOPMENT QUALITY POINTS (PDQPs) FOR PAST 5 YEARS:

A total of 30 PDQPs over the previous 2 years are needed. Please document no more than 40 PDQPs.

This PDQP requirement becomes effective on July 1, 2000.

Beginning Date: Ending Date:					
Category i & li:			PDQPs		
Category III:			<i>PDQPs</i>		
Category IV:			PDQPs		
Category V:			PDQPs		
Total:			PDQPs	30 Min and 40 Max	
any attached materi	Have you in		•	th the Standards of Professiona	l Conduct as
YES	NO	if "NO" ple	ase explain in an attache	d letter.	
(Signature of A	Applicant)			(Date)	

Submit an Application for certification, a completed Personal Development Form, and an Application Fee in U.S. Funds, payable to The American Fisheries Society Certification Program, 5410 Grosvenor Lane, Suite 110, Bethesda, MD 20814.

FIRST-TIME ASSOCIATE FISHERIES PROFESSIONAL APPLICANTS DO NOT USE PDQP FORMS Professional Development Activity Form

Category I: Continuing education—fisheries

Includes subjects directly related to fisheries science or management. Examples include fisheries management, habitat management, fisheries economics, fish diseases, aquaculture or fish culture, fisheries policy and law, aquatic ecology, etc.

PDQPs	
0.5 per hour of instruction	
0.5 per hour of participation	
0.5 per hour of participation	
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Please record activities in the chart included below (you may include as many pages as needed.)

Category I Activity Description	Provider	.Cate	PDQPs
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FIRST-TIME ASSOCIATE FISHERIES PROFESSIONAL APPLICANTS DO NOT USE PDQP FORMS Professional Development Activity Form

Category II: Continuing education—non fisheries

Includes subjects that are not primarily fisheries oriented but are professionally enriching to the individual. Examples include computer science and statistics, managerial and leadership skills, public speaking, problem-solving, public relations, marketing, planning, and other related natural resource disciplines such as forestry, wildlife, etc.

Activities	PDQPs
Participation in courses or training programs sponsored or conducted by commercial organizations, professional organizations/agencies, employers, or universities	0.5 per hour of instruction
Attendance at annual or semiannual meetings or special conferences of professional societies, educational organizations, etc.	0.5 per hour of participation
Attendance at in-house meetings of employer involving education on new techniques or developments in the profession	0.5 per hour of participation
Completion of self-instruction audiovisuals	0.5 per hour of instruction
Attendance at seminars conducted by experts in the subject matter	0.5 per hour of instruction

Please record activities in the chart included below (you may include as many pages as needed.)

Category II Activity Description	Provider	Date	PDQPs
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Category III: Oral communications in fisheries and non fisheries subjects

Includes the development, preparation, and presentation of activities such as those described in categories I and II. Context is any public meeting that is open to the general public or a select group of invited participants. For fisheries subjects, the audience need not be fisheries professionals. For nonfisheries subjects, the audience must be fisheries professionals. Multiple presentations of the same or similar subject matter can only be credited once during a certification renewal period.

Category III: Oral communications in fisheries and nonfisheries subjects

Activities	POOPs
Author/coauthor of an oral or poster presentation at a professional meeting	7
Author/coauthor of an oral or poster presentation to a nonprofessional audience	7
Organizer/instructor of a short course or workshop	20
Instructor of a quarter- or semester-length course	10 points per credit maximum 30
Author/producer of self-instruction audiovisuals in fisheries	20

Cetegoly III Activity Description	Provider	Date	PDQPs
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Category IV: Written communications

Developing, writing, editing, reviewing, and publishing fisheries-oriented materials. The written material need not be published, but it must be readily available to professional and nonprofessional audiences.

Activities	PDQPs
Author/coauthor of peer-reviewed article or book chapter	15
Author/coauthor of a book/monograph	30
Editor/co editor of a book/monograph	15
Author/coauthor of non-peer-reviewed article in a magazine, brochure, newspaper, etc.	7
Author/coauthor of an agency publication or report	10
Reviewer or editor of an article that has been submitted for publication	3
Book reviewer for a professional publication	5

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Category V: Service

Involves membership and active participation in fisheries or aquatic professional societies and organizations, and community service that draws on the individual's professional expertise in fisheries. Community service may include contributions of professional expertise to civic groups, environmental organizations, government, etc. Points are given for each year served in multiple-year appointments.

Activities	PDQPs
Holding the highest office in an organization (including subdivisions), (e.g., president, director, chair, journal editor, etc.)	15
Holding the other offices in an organization (including subdivisions), (e.g., secretary, treasurer, associate editor, newsletter editor, Committee chair, etc.)	10
Committee member	4

Category V Activity Description	Provider	Date	PDQPs
Activity Description			
			
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Please record activities in the chart included below (you may include as many pages as needed.) All records must be typewritten. An electronic copy of this document is available from Laura Hutchcroft (301) 897-8616 extension 201 or [hutchcroft@fisheries.org.]

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AMERICAN FISHERIES SOCIETY PROFESSIONAL CERTIFICATION PROGRAM

American Fisheries Society ● Suite 110, 5410 Grosvenor Lane ● Bethesda, MD 20814-2199 (FOR USE AFTER JULY 2002)

The American Fisheries Society, through its Board of Professional certification, offers professional certification to anyone who meets specific education and experience requirements. Two tiers of certifications are available: Tier I - Associate Fisheries Professional - an applicant who satisfies coursework and degree requirements (indicated below) but has insufficient or no experience may become an Associate Fisheries Professional; Tier II - Certified Fisheries Professional - in addition to satisfying coursework and degree requirements, an applicant must have a specific number of hours of qualifying experience to become a Certified Fisheries Professional. After July 1, 2002 the coursework and degree requirements will change for both Associate Fisheries Professional and Certified Fisheries Professional.

GUIDELINES FOR PROFESSIONAL CERTIFICATION

Minimum Coursework Requirements for Associate and Certified Fisheries Professionals

	Subject Area	Semester hours**	Quarter hours
A.	Fisheries and Aquatic Sciences Courses. Four (4), two of which must be directly related to fisheries science.*		
В.	Other Biological Sciences courses, which when added to the above courses must total	30 (A+B)	45 (A+B)
C.	Physical Sciences courses	15	22
D.	Mathematics and Statistics courses	6	9
E.	Communications courses	6	9

e.g., fisheries science, ichthyology, fisheries management, fish ecology, fish culture, fish disease, etc.

Fisheries and Aquatic Sciences must include four (4) courses related to understanding or manipulating aquatic ecosystems, such as fisheries science, limnology, oceanography, fisheries management, ichthyology, fish culture, taxonomy of aquatic organisms, or aquatic ecology. (Courses such as vertebrate biology, wildlife management, omithology, etc. do not belong in the Fisheries or Aquatic Sciences course section.)

Physical Sciences include chemistry, physics, soils, geology, and meteorology.

Mathematics and Statistics must include one calculus and one course in statistics or two courses in statistics.

Communications include courses such as composition, technical writing, and verbal communication. (Literature, seminars foreign language, and other humanities courses do not belong in this section.)

Human Dimensions must total six (6) semester hours.

^{**} Semester hours = Quarter hours x 2/3

Minimum Degree and Experience Requirements for Certified Fisheries Professionals

- (1) A bachelor of science or bachelor of arts degree, plus five years of full-time qualifying experience, post-bachelor's degree or
- (2) A master of science or a master of arts degree, <u>plus</u> four years of full-time qualifying experience, post-bachelor's degree or:
- (3) A doctor of philosophy degree, <u>plus</u> two years of full-time qualifying experience, post-bachelor's degree.

Description of qualifying experience

Qualifying experience is that in which the candidate applies current knowledge in the fisheries sciences within the context of fisheries management, research, education, or administration. Because the fisheries profession is so varied in specialization, identifying qualifying experience cannot be easily generalized. Below are types and examples of qualifying experience in each area:

Management involves the application of fisheries science principles (e.g., population dynamics, aquatic biology, limnology, habitat assessment and manipulation, human dimensions, fish culture, blometrics) toward the accomplishment of specific fisheries management goals and objectives. The candidate should have responsible charge or supervision over the planning, implementation, and assessment of projects. Responsible charge or supervision is defined as the direction of work such that the successful completion of the work depends on decisions made by the professional with limited oversight, direction, or approval of others. Projects include recreational and commercial fisheries investigations and management, fish culture, environmental assessment, habitat restoration or enhancement, and fish disease management. Qualifying experience requires that the candidate use independent judgment and action.

Research involves responsible charge or supervision of field or laboratory fisheries research projects. Qualifying experience includes oversight responsibility for design, implementation, analysis, and report writing. Research projects should either be published in a recognized, peer-reviewed journal or used by the employer for the purpose of improved scientific methodology, regulatory decision making, or resource management practices.

Education involves college-level teaching of various facets of fisheries management, research, and administration. Education also may involve development and delivery of educational programs in fisheries for dissemination to the general public or particular stakeholders.

Administration involves direct-line authority over other fisheries professionals engaged in activities or programmatic responsibilities over activities that qualify for certification described under the headings of management, research, and education given above. Candidates must have responsibility and decision-making authority of such magnitude as district wide, regional, statewide, or national fisheries programs. Independent judgment and consequences of actions must be present.

Professional Development and Renewal Requirements

All Certified Fisheries Professionals must renew their certification every 5 years. Certified Fisheries Professionals and those applying for certification are responsible for documenting professional development activities on the professional development activity form. Professional Development Quality Points (PDQPs) are assigned to various activities to document levels of involvement. Applicants are responsible for maintaining their own records and for verifying the accuracy of these records if requested to do so. Copies of meeting agendas, certificates, registrations, etc., should be retained so they can be supplied if requested. Applicants are encouraged to document activities that they believe most clearly fit the criteria.

While the AFS professional code of ethics is objective in maintaining the integrity of documentation, the AFS may request verification to ensure process validity. Denial of certification renewal may be appealed to the Board of Appeals. Notification of the need for certification renewal will be sent to each Associate Fisheries Professional and Certified Fisheries Professional not less than 12 months prior to the renewal date.

Application Instructions

- A.) Please type your application (untyped application will be returned). Fill it out carefully. Summarize your job responsibilities in the allotted space. All information must be provided on this application form. Do not send resumes. (Applications that are incomplete or inaccurate will be returned.)
- B.) List the most appropriate or advanced courses that conform to the minimum standard. Do not include of research or seminars. It is not necessary to include all courses taken in a subject area. Official transcripts must be received in support of all courses. Evidence of conferral of degree(s) should be indicated by the graduation date imprinted on the transcript, by the copy of the diploma, or when necessary, by a letter of completion of degree requirements.

NOTE:

Course requirements may be waived after 7/1/2003 if the candidate meets the following qualifying work experience requirements. With a Ph.D., five years are needed; with a masters degree, seven years are needed; and with a bachelors degree, nine years are needed. However, the applicant will need 40 PDQPs in the previous 2 years or 100 PDQPs in the previous 5 years to qualify for certification if he or she has not met the coursework requirements and are using years of qualifying work experience instead.

C.) AFP designation:

The AFP status may not be retained indefinitely. For individuals certified prior to 7/1/98 this designation may be retained for 10 years. AFP's certified after 7/1/98 may retain this designation for 8 years. If after the specified time period the CFP status is not obtained, the AFP status will be revoked.

- D.) Professional Development Quality Points and Qualified Work Experience requirements: If applying for CFP status after July 1, 2000, candidates need to demonstrate accrual of 30 PDQPs over the past 2 years. These points must be accrued in at least 2 out of 5 categories with a minimum of 10 points per category. A professional development activity form is included in this application packet. Please submit this form with your application for professional certification after July 1, 2000.
- E.) Application Fee:
 - Certified Fisheries Professional \$100 (AFS member) and \$200 (Non member)
 - Associate Fisheries Professional \$50 (AFS member) and \$100 (Non member)
 - Certified Fisheries Professional (Previously certified as Associate Fisheries Scientist) \$50 (AFS member) and \$100 (AFS Non member).
 - Will accept either category: \$100 (AFS member) and \$200 (Non member) the difference of the application fees will be refunded.

F.) Application Procedures:

Each application must be accompanied by appropriate payment. Make checks payable to the America Fisheries Society. The application fee is refundable only if your application is not accepted for review. Please be sure to sign the application. Submit the completed application and requests for additional information certification packets to the following address: Certification Program. American Fisheries Society, 5410 Grosvenor Lane, Suite 110, Bethesda, Maryland 20814-2199. (301) 897-8616 ext. 201.

APPLICATION FOR PROFESSIONAL CERTIFICATION

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Application for:	A	ertified Fisheries Professociate Fisheries Profestified Fisheries Profestified as a different accept cartification by iew. (Uncertain as to	ofessional essional on Associate Fishe	•	es as granted by lance, qualifying (
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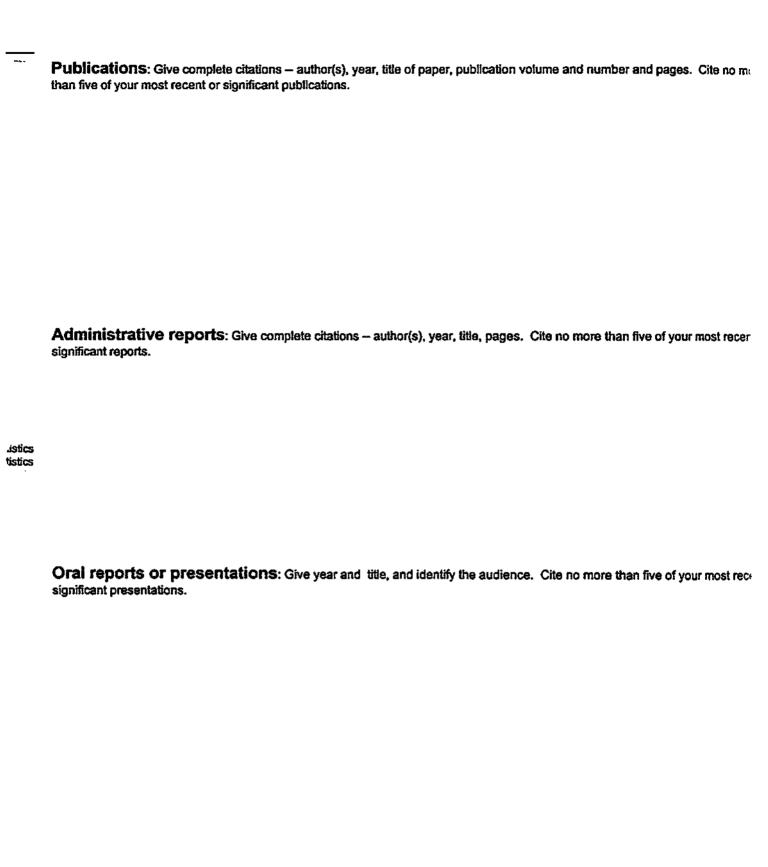
QUALIFYING FULL-TIME EXPERIENCE (In chronological order, current employment first)

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QUALIFYING, EXPERIENCE RELATED, PROFESSIONAL COMMUNICATIONS



PROFESSIONAL INTERESTS AND GOALS

	Affiliations in AFS - Division	Chapter		
•	Section			<u></u>
	Affiliations in other professional, scientific	, or honorary societies		
	Services to AFS and other professional or	scientific societies		
	What are your goals as a fisheries professi	ional?		
	FISH	IERIES PROFESSIONAL CODE OF PRACTI	CES	
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	Do you wish your highest degree shown or	-	Yes 🗆	No 🗆
	Type or print your name exactly as you wis	sh it to appear on the certificate.		

AMERICAN FISHERIES SOCIETY 5410 Grosvenor Lane, Suite 110 Bethesda, Maryland 20814-2199 Phone: (301) 897-8616 47

FIRST-TIME ASSOCIATE FISHERIES PROFESSIONAL APPLICANTS DO NOT USE PDQP FORMS

Professional Development Activity Form

SUMMARY OF PROFESSIONAL DEVELOPMENT QUALITY POINTS (PDQPs) FOR PAST 2 YEARS:

A total of 30 PDQPs over the previous 2 years are needed. Please document no more than 40 PDQPs.

Beginning Date: Ending Date:					
Category I & II: Category III: Category IV: Category V:			PDQPs PDQPs PDQPs PDQPs		
Total:			PDQPs	30 Min and 40 Ma	ax
	I attest that to t	he best of my		fessional status as a Cert nformation contained in th	
DECLARATION:	Have you in you stated in the e	•	•	th the Standards of Profes	sional Conduct as
YES	NO	if "NO" please o	explain in an attache	d letter.	
(Signature of Applicant)				(Date)	

Submit an Application for certification, a completed Personal Development Form, and an Application Fee in U.S. Funds, payable to The American Fisheries Society Certification Program, 5410 Grosvenor Lane, Suite 110, Bethesda, MD 20814.

Category I: Continuing education—fisheries

Includes subjects directly related to fisheries science or management. Examples include fisheries management, habitat management, fisheries economics, fish diseases, aquaculture or fish culture, fisheries policy and law, aquatic ecology, etc.

Activities	PDQPs
Participation in courses or training programs sponsored or conducted by commercial organizations, professional organizations/agencies, employers, or universities	0.5 per hour of instruction
Attendance at annual or semiannual meetings or special conferences of professional societies, educational organizations, etc.	0.5 per hour of participation
Attendance at in-house meetings of employer involving education on new techniques or developments in the profession	0.5 per hour of participation
Completion of self-instruction audiovisuals	0.5 per hour of instruction
Attendance at seminars conducted by experts in the subject matter	0.5 per hour of instruction

Category I Activity Description	Provider	Date	PDOPs
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Category II: Continuing education—non fisheries

Includes subjects that are not primarily fisheries oriented but are professionally enriching to the individual. Examples include computer science and statistics, managerial and leadership skills, public speaking, problem-solving, public relations, marketing, planning, and other related natural resource disciplines such as forestry, wildlife, etc.

Activities	PDQPs
Participation in courses or training programs sponsored or conducted by commercial organizations, professional organizations/agencies, employers, or universities	0.5 per hour of instruction
Attendance at annual or semiannual meetings or special conferences of professional societies, educational organizations, etc.	0.5 per hour of participation
Attendance at in-house meetings of employer involving education on new techniques or developments in the profession	0.5 per hour of participation
Completion of self-instruction audiovisuals	0.5 per hour of instruction
Attendance at seminars conducted by experts in the subject matter	0.5 per hour of instruction

Category II Activity Description	Provider	Date	PDOPs
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Category III: Oral communications in fisheries and non fisheries subjects

Includes the development, preparation, and presentation of activities such as those described in categories I and II. Context is any public meeting that is open to the general public or a select group of invited participants. For fisheries subjects, the audience need not be fisheries professionals. For nonfisheries subjects, the audience must be fisheries professionals. Multiple presentations of the same or similar subject matter can only be credited once during a certification renewal period.

Category III: Oral communications in fisheries and nonfisheries subjects

Activities	PDQPs
Author/coauthor of an oral or poster presentation at a professional meeting	7
Author/coauthor of an oral or poster presentation to a nonprofessional audience	7
Organizer/instructor of a short course or workshop	20
Instructor of a quarter- or semester-length course	10 points per credit maximum 30
Author/producer of self-instruction audiovisuals in fisheries	20

Category III Activity Description	Provider	Date	PDQPs
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Category IV: Written communications

Developing, writing, editing, reviewing, and publishing fisheries-oriented materials. The written material need not be published, but it must be readily available to professional and nonprofessional audiences.

Activities	PDQPs
Author/coauthor of peer-reviewed article or book chapter	15
Author/coauthor of a book/monograph	30
Editor/co editor of a book/monograph	15
Author/coauthor of non-peer-reviewed article in a magazine, brochure, newspaper, etc.	7
Author/coauthor of an agency publication or report	10
Reviewer or editor of an article that has been submitted for publication	3
Book reviewer for a professional publication	5

Category IV Activity Description	Provider	Date	PDOPs
		-	

Please record activities in the chart included below (you may include as many pages as needed.) All records must be typewritten. An electronic copy of this document is available from Laura Hutchcroft (301) 897-8616 extension 201 or ihutchcroft@fisheries.org.

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Category Activity Description	Provider	Date	PDQPs
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AMERICAN FISHERIES SOCIETY PROFESSIONAL CERTIFICATION PROGRAM

American Fisheries Society ● Suite 110, 5410 Grosvenor Lane ● Bethesda, MD 20814-2199

(FOR USE AFTER JULY 2002-CAN'T MEET MINIMUM EDUCATION REQUIREMENTS)

The American Fisheries Society, through its Board of Professional certification, offers professional certification to anyone who meets specific education and experience requirements. Two tiers of certifications are available: Tier I - Associate Fisheries Professional - an applicant who satisfies coursework and degree requirements (indicated below) but has insufficient or no experience may become an Associate Fisheries Professional; Tier II - Certified Fisheries Professional - in addition to satisfying coursework and degree requirements, an applicant must have a specific number of hours of qualifying experience to become a Certified Fisheries Professional. After July 1, 2002 the coursework and degree requirements will change for both Associate Fisheries Professional and Certified Fisheries Professional.

GUIDELINES FOR PROFESSIONAL CERTIFICATION

Minimum Coursework Requirements for Associate and Certified Fisheries Professionals

	Subject Area	Semester hours**	Quarter hours
A.	Fisheries and Aquatic Sciences Courses. Four (4), two of which must be directly related to fisheries science.*		
B .	Other Biological Sciences courses, which when added to the above courses must total	30 (A+B)	45 (A+B)
C.	Physical Sciences courses	15	22
Đ.	Mathematics and Statistics courses	6	9
E.	Communications courses	6	9

^{*}e.g., fisheries science, ichthyology, fisheries management, fish ecology, fish culture, fish disease, etc.

Fisheries and Aquatic Sciences must include four (4) courses related to understanding or manipulating aquatic ecosystems, such as fisheries science, limnology, oceanography, fisheries management, ichthyology, fish culture, taxonomy of aquatic organisms, or aquatic ecology. (Courses such as vertebrate biology, wildlife management, omithology, etc. do not belong in the Fisheries or Aquatic Sciences course section.)

Physical Sciences include chemistry, physics, soils, geology, and meteorology.

Mathematics and Statistics must include one calculus and one course in statistics or two courses in statistics.

Communications include courses such as composition, technical writing, and verbal communication. (Literature, seminars foreign language, and other humanities courses do not belong in this section.)

Human Dimensions must total six (6) semester hours.

^{**} Semester hours = Quarter hours x 2/3

Minimum Degree and Experience Requirements for Certified Fisheries Professionals

- (1) A bachelor of science or bachelor of arts degree, <u>plus</u> five years of full-time qualifying experience, post-bachelor's degree or:
- (2) A master of science or a master of arts degree, <u>plus</u> four years of full-time qualifying experience, post-bachelor's degree or:
- (3) A doctor of philosophy degree, olus two years of full-time qualifying experience, post-bachelor's degree.

Description of qualifying experience

Qualifying experience is that in which the candidate applies current knowledge in the fisheries sciences within the context of fisheries management, research, education, or administration. Because the fisheries profession is so varied in specialization, identifying qualifying experience cannot be easily generalized. Below are types and examples of qualifying experience in each area:

Management involves the application of fisheries science principles (e.g., population dynamics, aquatic biology, limnology, habitat assessment and manipulation, human dimensions, fish culture, biometrics) toward the accomplishment of specific fisheries management goals and objectives. The candidate should have responsible charge or supervision over the planning, implementation, and assessment of projects. Responsible charge or supervision is defined as the direction of work such that the successful completion of the work depends on decisions made by the professional with limited oversight, direction, or approval of others. Projects include recreational and commercial fisheries investigations and management, fish culture, environmental assessment, habitat restoration or enhancement, and fish disease management. Qualifying experience requires that the candidate use independent judgment and action.

Research involves responsible charge or supervision of field or laboratory fisheries research projects. Qualifying experience includes oversight responsibility for design, implementation, analysis, and report writing. Research projects should either be published in a recognized, peer-reviewed journal or used by the employer for the purpose of improved scientific methodology, regulatory decision making, or resource management practices.

Education involves college-level teaching of various facets of fisheries management, research, and administration. Education also may involve development and delivery of educational programs in fisheries for dissemination to the general public or particular stakeholders.

Administration involves direct-line authority over other fisheries professionals engaged in activities or programmatic responsibilities over activities that qualify for certification described under the headings of management, research, and education given above. Candidates must have responsibility and decision-making authority of such magnitude as district wide, regional, statewide, or national fisheries programs. Independent judgment and consequences of actions must be present.

Professional Development and Renewal Requirements

All Certified Fisheries Professionals must renew their certification every 5 years. Certified Fisheries Professionals and those applying for certification are responsible for documenting professional development activities on the professional development activity form. Professional Development Quality Points (PDQPs) are assigned to various activities to document levels of involvement. Applicants are responsible for maintaining their own records and for verifying the accuracy of these records if requested to do so. Copies of meeting agendas, certificates, registrations, etc., should be retained so they can be supplied if requested. Applicants are encouraged to document activities that they believe most clearly fit the criteria.

While the AFS professional code of ethics is objective in maintaining the integrity of documentation, the AFS may request verification to ensure process validity. Denial of certification renewal may be appealed to the Board of Appeals. Notification of the need for certification renewal will be sent to each Associate Fisheries Professional and Certified Fisheries Professional not less than 12 months prior to the renewal date.

Application Instructions

- A.) Please type your application (untyped application will be returned). Fill it out carefully. Summarize your job responsibilities in the allotted space. All information must be provided on this application form. <u>Do not send resumes</u>. (Applications that are incomplete or inaccurate will be returned.)
- B.) List the most appropriate or advanced courses that conform to the minimum standard. Do not include of research or seminars. It is not necessary to include all courses taken in a subject area. Official transcripts must be received in support of all courses. Evidence of conferral of degree(s) should be indicated by the graduation date imprinted on the transcript, by the copy of the diploma, or when necessary, by a letter of completion of degree requirements.

NOTE:

Course requirements may be waived after 7/1/2003 if the candidate meets the following qualifying work experience requirements. With a Ph.D., five years are needed; with a masters degree, seven years are needed; and with a bachelors degree, nine years are needed. However, the applicant will need 40 PDQPs in the previous 2 years or 100 PDQPs in the previous 5 years to qualify for certification if he or she has not met the coursework requirements and are using years of qualifying work experience instead.

C.) AFP designation:

The AFP status may not be retained indefinitely. For individuals certified prior to 7/1/98 this designation may be retained for 10 years. AFP's certified after 7/1/98 may retain this designation for 8 years. If after the specified time period the CFP status is not obtained, the AFP status will be revoked.

- D.) Professional Development Quality Points and Qualified Work Experience requirements: if applying for CFP status after July 1, 2000, candidates need to demonstrate accrual of 30 PDQPs over the past 2 years. These points must be accrued in at least 2 out of 5 categories with a minimum of 10 points per category. A professional development activity form is included in this application packet. Please submit this form with your application for professional certification after July 1, 2000.
- E.) Application Fee:
 - Certified Fisheries Professional \$100 (AFS member) and \$200 (Non member)
 - Associate Fisheries Professional \$50 (AFS member) and \$100 (Non member)
 - Certified Fisheries Professional (Previously certified as Associate Fisheries Scientist) \$50 (AFS member) and \$100 (AFS Non member).
 - Will accept either category: \$100 (AFS member) and \$200 (Non member) the difference of the application fees will be refunded.

F.) Application Procedures:

Each application must be accompanied by appropriate payment. Make checks payable to the America Fisheries Society. The application fee is refundable only if your application is not accepted for review. Please be sure to sign the application. Submit the completed application and requests for additional information certification packets to the following address: Certification Program. American Fisheries Society, 5410 Grosvenor Lane, Suite 110, Bethesda, Maryland 20814-2199. (301) 897-8616 ext. 201.

APPLICATION FOR PROFESSIONAL CERTIFICATION

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Title of Master's Thesis: Title of Doctoral Dissertation:				

QUALIFYING FULL-TIME EXPERIENCE (In chronological order, current employment first)

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QUALIFYING FULL-TIME EXPERIENCE

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QUALIFYING, EXPERIENCE RELATED, PROFESSIONAL COMMUNICATIONS

•	Publications : Give complete citations – author(s), year, title of paper, publication volume and number and pages. Cite no more than five of your most recent or significant publications.
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	Administrative reports: Give complete citations — author(s), year, title, pages. Cite no more than five of your most recent or significant reports.
•	
	Oral reports or presentations: Give year and title, and identify the audience. Cite no more than five of your most recent or significant presentations.

MINIMUM COURSEWORK REQUIREMENTS*

Please include only the minimum number of hours needed for each area.

See "Guidelines for Professional Certification" (on front cover) for descriptions of required coursework and follow those guidelines closely.

Course grade must be "C" or better to be acceptable. (No pass/fails)

Subject Area	School	Course Number	Course Title	Semester Hrs**
A. Fisheries and Aquatic Sciences. Four (4) courses, Two of which must be directly related to fisheries sciences.				
B. Other Biological Sciences courses, which when added to the above courses must total 30 semester hours.				
TOTAL of A + B				
C. Physical Sciences courses. Must total 15 semester hours.				
TOTAL of C			1	
***D. Mathematics and Statistics courses, which must include one calculus and one course in statistics or two courses in statistics. Must total 6 semester hours.				
TOTAL of D				
E. Communications courses. Must total 6 semester hours.				
TOTAL of E				
F. Human Dimensions courses. Must total 6 semester hours.				
TOTAL of F	[

^{*}NOTE: If your coursework is deficient in any area, request the "Guidelines for Satisfying Coursework Deficiencies," from AFS headquarters. A deficiency requires your attention.

^{**} Semester hours = quarter hours x 2/3

PROFESSIONAL INTERESTS AND GOALS

	Affiliations in AFS - Division	Chapter
	Section	
•	Affiliations in other professional, scientific, or honorary societies	
	Services to AFS and other professional or scientific societies	
	What are your goals as a fisheries professional?	
	FISHERIES PROFESSIONAL CO	ODE OF PRACTICES
	As a fisheries professional, I will strive to conform to the American F and promote the North American Fisheries Policy. I further attest that the int documents are true to the best of my knowledge. If any part of the informatio be revoked.	formation provided in this application, together with all attached
	Date Submitted Applicant Signature	Nick coding contract of
		Not valid unless signed
	Do you wish your highest degree shown on your certificate following	

AMERICAN FISHERIES SOCIETY 5410 Grosvenor Lane, Suite 110 Bethesda, Maryland 20814-2199 Phone: (301) 897-8616

63 (Form Valid After 7/1/2802)

FIRST-TIME ASSOCIATE FISHERIES PROFESSIONAL APPLICANTS DO NOT USE PDQP FORMS

Professional Development Activity Form

SUMMARY OF PROFESSIONAL DEVELOPMENT QUALITY POINTS (PDQPs) FOR PAST 5 YEARS OR SUMMARY OF PROFESSIONAL DEVELOPMENT QUALITY POINTS (PDQPs) FOR PAST 2 YEARS:

A total of 100 PDQPs over the previous 5 years are needed. Please document no more than 125 PDQPs or a total of 40 PDQPs over the previous 2 years are needed. Please document no more than 50 PDQPs.

(Signature of A	Applicant)			(Date)
YES	NO	If "NO" ple	ase explain in an attached	d letter.
DECLARATION:		n your past a e enclosed s		h the Standards of Professional Conduct as
•	I attest that t	to the best o		fessional status as a Certified Fisheries nformation contained in this application and
	_		PDQPs	40 Min and 50 Max over 2 years
				OR
Total:			PDQPs	100 Min and 125 Max over 5 years
Category I & II: Category III: Category IV: Category V:			PDQPs PDQPs PDQPs PDQPs	
Beginning Date: Ending Date:	_			

Submit an Application for certification, a completed Personal Development Form, and an Application Fee in U.S. Funds, payable to The American Fisheries Society Certification Program, 5410 Grosvenor Lane, Suite 110, Bethesda, MD 20814.

Category I: Continuing education—fisheries

Includes subjects directly related to fisheries science or management. Examples include fisheries management, habitat management, fisheries economics, fish diseases, aquaculture or fish culture, fisheries policy and law, aquatic ecology, etc.

Activities	PDQPs
Participation in courses or training programs sponsored or conducted by commercial organizations, professional organizations/agencies, employers, or universities	0.5 per hour of instruction
Attendance at annual or semiannual meetings or special conferences of professional societies, educational organizations, etc.	0.5 per hour of participation
Attendance at in-house meetings of employer involving education on new techniques or developments in the profession	0.5 per hour of participation
Completion of self-instruction audiovisuals	0.5 per hour of instruction
Attendance at seminars conducted by experts in the subject matter	0.5 per hour of instruction

Category I Activity Description	Provider	Date	PDQPs
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Category II: Continuing education—non fisheries

Includes subjects that are not primarily fisheries oriented but are professionally enriching to the individual. Examples include computer science and statistics, managerial and leadership skills, public speaking, problem-solving, public relations, marketing, planning, and other related natural resource disciplines such as forestry, wildlife, etc.

Activities	PDQPs		
Participation in courses or training programs sponsored or conducted by commercial organizations, professional organizations/agencies, employers, or universities	0.5 per hour of instruction		
Attendance at annual or semiannual meetings or special conferences of professional societies, educational organizations, etc.	0.5 per hour of participation		
Attendance at in-house meetings of employer involving education on new techniques or developments in the profession	0.5 per hour of participation		
Completion of self-instruction audiovisuals	0.5 per hour of instruction		
Attendance at seminars conducted by experts in the subject matter	0.5 per hour of instruction		

Category II Activity Description	Provider	Date	PDQPs
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Category III: Oral communications in fisheries and non fisheries subjects

Includes the development, preparation, and presentation of activities such as those described in categories I and II. Context is any public meeting that is open to the general public or a select group of invited participants. For fisheries subjects, the audience need not be fisheries professionals. For nonfisheries subjects, the audience must be fisheries professionals. Multiple presentations of the same or similar subject matter can only be credited once during a certification renewal period.

Category III: Oral communications in fisheries and nonfisheries subjects

Activities	PDQPs
Author/coauthor of an oral or poster presentation at a professional meeting	7
Author/coauthor of an oral or poster presentation to a nonprofessional audience	7
Organizer/instructor of a short course or workshop	20
Instructor of a quarter- or semester-length course	10 points per credit maximum 30
Author/producer of self-instruction audiovisuals in fisheries	20

Category III Activity Description	Provider	Date	P DQPs
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Category IV: Written communications

Developing, writing, editing, reviewing, and publishing fisheries-oriented materials. The written material need not be published, but it must be readily available to professional and nonprofessional audiences.

Activities	PDQPs
Author/coauthor of peer-reviewed article or book chapter	15
Author/coauthor of a book/monograph	30
Editor/co editor of a book/monograph	15
Author/coauthor of non-peer-reviewed article in a magazine, brochure, newspaper, etc.	7
Author/coauthor of an agency publication or report	10
Reviewer or editor of an article that has been submitted for publication	3
Book reviewer for a professional publication	5

Category IV Activity Description	Provider	Date	PDQPs
			
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Category V: Service

Involves membership and active participation in fisheries or aquatic professional societies and organizations, and community service that draws on the individual's professional expertise in fisheries. Community service may include contributions of professional expertise to civic groups, environmental organizations, government, etc. Points are given for each year served in multiple-year appointments.

Activities	PDQPs
Holding the highest office in an organization (including subdivisions), (e.g., president, director, chair, journal editor, etc.)	15
Holding the other offices in an organization (including subdivisions), (e.g., secretary, treasurer, associate editor, newsletter editor, Committee chair, etc.)	10
Committee member	4

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Category V Activity Description	Provider	Date	PDQPs
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Please record activities in the chart included below (you may include as many pages as needed.) All records must be typewritten. An electronic copy of this document is available from Laura Hutchcroft (301) 897-8616 extension 201 or Ihutchcroft@fisheries.org.

Category Activity Description	Provider	Date	PDQPs
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The American Fisheries Society's Professional Certification Renewal Program

Overview and Goals-Please note that not all CFPs should renew with this form. Please call, fax or e-mail the Certification Coordinator if there are any questions.

A fisheries professional is an individual with specialized education in the sciences, and technologies, involving the structure, dynamic, and interaction of habitat, aquatic organisms, and humans. Although areas of specialization may be varied, the individuals' professional responsibility must include fish. Fisheries professional are dedicated to high quality service and strive for high standards of competence and integrity.

Certification is widely practiced by most professions as one means of setting standards and guidelines for professional recognition. Certification programs provide both personal benefits and collective benefits to the profession. The American Fisheries Society views certification as an opportunity to enhance the stature of fisheries professionals and to better serve members.

The specific objectives or certification are: (1) To provide governmental and non-governmental agencies, and organizations, private firms, courts, and the general public with a definitive minimum standard of experience and education for fisheries Professionals; and (2) to foster broader recognition of fisheries professionals as well educated and experienced, acting in the best interest of the public.

An increasing number of employees are either requiring certification or providing promotional or salary benefits to those who become certified. Individual benefits include: a sense of personal pride and accomplishment, recognition by peers, and public, career enforcement and in some cases enhanced earnings potential. Certification identifies an individual's commitment to excellence in providing resource stewardship.

A commitment to excellence is not a one time matter, the pursuit of excellence must be continued throughout one's career. The AFS certification renewal requirements are designed to insure that certified fisheries professionals remain competent through active involvement in professional development activities. Professional development includes various activities including continuing education, professional service and communication.



Procedures

Certified Fisheries Professionals and those applying for certification are responsible for documenting professional development activities on the professional development activity form. Professional Development Quality Points (PDQPs) are assigned to various activities to document levels of involvement. PDQPs are required to both achieve and maintain status as a certified fisheries professional, applicants are responsible for maintaining their own records and for verifying the accuracy of these records if requested to do so. Copies of meeting agendas, certificates, registrations, etc., should be retained so they can be supplied if requested. Applicants are encouraged to document activities that they believe most clearly fit the criteria, up to a maximum of 125 points.

While the AFS professional code of ethics is objective in maintaining the integrity of documentation. The AFS may request verification to ensure process validity. Denial of certification renewal may be appealed to the Board of Appeals. Notification of the need for certification renewal will be sent to each AFP and CFP candidate not less than 12 months prior to the renewal date.

Send completed forms to the attention of the AFS Certification Program, accompanied be an application fee of \$50 for current AFS member and \$100 for non AFS members. As in the initial certification process, all application materials must be typed and seven copies are required. Upon approval of the application for renewal, a Certified Fisheries Professional certificate will be issued.

Emeritus status

Individuals who have held the CFP designation for at least 20 years (need not be consecutive) and who are employed less than full time or are retired, may request emeritus status through which they can maintain their CFP status without the renewal requirements. To request emeritus status, such an individual would send a letter of request stating their current and future employment situation along with proof of CFP certification to the AFS Certification Program.





The American Fisheries Society's Application for Certification Renewal

(Signature	of Applicant)	 -	(Date)
YES	NO	If "NO" please explain in	an attached letter.
DECLARATION:	Have you in your enclosed stateme	•	Standards of Professional Conduct as stated in
			al status as a Certified Fisheries Professional (CF application and any attached material is complete
Total:		PDQPs	100 Min and 125 Max
Category V:		PDQPs	Maximum 35
Category IV:		PDQPs	Maximum 35
Category I & II: Category III:		 PDQPs PDQPs	Combined: Minimum 35, Maximum 60 Maximum 35
Ending Date:			
A total of 100 PDQr Beginning Date:	's over the previo	ous o years are needed. Pi	lease document no more than 125 PDQ
		-	POINTS (PDQPs) FOR PAST 5 YEARS:
	<u>Profes</u>	sional Development	Activity Form
Yes	NO		
	•	ritus Status (please see applic	cation procedures for criteria and instructions)
E-mail:			
Phone: ()		
Mailing Add	ress: , ,		
Title:			
(As you wish	it to appear on the C	Seruncate)	
	it to appear on the (

Submit an Application for certification, a completed Personal Development Form, and an Application Fee in U.S. Funds, payable to The American Fisheries Society Certification Program, 5410 Grosvenor Lane, Suite 110, Bethesda, MD 20814.

Category I: Continuing education—fisheries

Includes subjects directly related to fisheries science or management. Examples include fisheries management, habitat management, fisheries economics, fish diseases, aquaculture or fish culture, fisheries policy and law, aquatic ecology, etc.

Total Category I and II activities required = Minimum 35, maximum 60, combined

Activities	PDQPs		
Participation in courses or training programs sponsored or conducted by commercial organizations, professional organizations/agencies, employers, or universities	0.5 per hour of instruction		
Attendance at annual or semiannual meetings or special conferences of professional societies, educational organizations, etc.	0.5 per hour of participation		
Attendance at in-house meetings of employer involving education on new techniques or developments in the profession	0.5 per hour of participation		
Completion of self-instruction audiovisuals	0.5 per hour of instruction		
Attendance at seminars conducted by experts in the subject matter	0.5 per hour of instruction		

Category I Activity Description	Provider	Date	PDQPs
			<u> </u>
-			

Category II: Continuing education—non-fisheries

Includes subjects that are not primarily fisheries oriented but are professionally enriching to the individual. Examples include computer science and statistics, managerial and leadership skills, public speaking, problem-solving, public relations, marketing, planning, and other related natural resource disciplines such as forestry, wildlife, etc.

Total Category I and II activities required =Minimum 35, maximum 60, combined

Activities	PDQPs
Participation in courses or training programs sponsored or conducted by commercial organizations, professional organizations/agencies, employers, or universities	0.5 per hour of instruction
Attendance at annual or semiannual meetings or special conferences of professional societies, educational organizations, etc.	0.5 per hour of participation
Attendance at in-house meetings of employer involving education on new techniques or developments in the profession	0.5 per hour of participation
Completion of self-instruction audiovisuals	0.5 per hour of instruction
Attendance at seminars conducted by experts in the subject matter	0.5 per hour of instruction
Category I and II:	Minimum 35, maximum 60, combined

Cetegory II Activity Description	Provide	Pate Date	PD	OPs
		-		

Category III: Oral communications in fisheries and non-fisheries subjects

Includes the development, preparation, and presentation of activities such as those described in categories I and II. Context is any put meeting that is open to the general public or a select group of invited participants. For fisheries subjects, the audience need not be fisheries professionals. For nonfisheries subjects, the audience must be fisheries professionals. Multiple presentations of the same of similar subject matter can only be credited once during a certification renewal period.

Category III: Oral communications in fisheries and non-fisheries subjects

Activities	PDQPs
Author/coauthor of an oral or poster presentation at a professional meeting	7
Author/coauthor of an oral or poster presentation to a nonprofessional audience	7
Organizer/instructor of a short course or workshop	20
Instructor of a quarter- or semester-length course	10 points per credit maximum 30
Author/producer of self-instruction audiovisuals in fisheries	20
Category III:	Maximum 35

Category III Activity Description	Provider	Date	PDGPs
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Category IV: Written communications

Developing, writing, editing, reviewing, and publishing fisheries-oriented materials. The written material need not be published, but it mube readily available to professional and nonprofessional audiences.

Activities	PDQPs
Author/coauthor of peer-reviewed article or book chapter	15
Author/coauthor of a book/monograph	30
Editor/co editor of a book/monograph	15
Author/coauthor of non-peer-reviewed article in a magazine, brochure, newspaper, etc.	7
Author/coauthor of an agency publication or report	10
Reviewer or editor of an article that has been submitted for publication	3
Book reviewer for a professional publication	5
Category IV:	Maximum 35

Category IV Activity Description	Provider	Date	PDQPs
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Category V: Service

Involves membership and active participation in fisheries or aquatic professional societies and organizations, and community service the draws on the Individual's professional expertise in fisheries. Community service may include contributions of professional expertise to cive groups, environmental organizations, government, etc. Points are given for each year served in multiple-year appointments.

Activities	PDQPs
Holding the highest office in an organization (including subdivisions), (e.g., president, director, chair, journal editor, etc.)	15
Holding the other offices in an organization (including subdivisions), (e.g., secretary, treasurer, associate editor, newsletter editor, Committee chair, etc.)	10
Committee member	4
Category V:	Maximum 35

Category V Activity Description	Provider	Date	P DQPs
· · · · · · · · · · · · · · · · · · ·			
		<u>. </u>	

Please record activities in the chart included below (you may include as many pages as needed.) All records must be typewritten. Ar electronic copy of this document is available from Laura Hutchcroft (301) 897-8616 extension 201 or Ihutchcroft@fisheries.org.

Campory	Provider	Date	PDQPs*
Category -	Provider		
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Standard of Professional Conduct

Preamble: A member of the American Fisheries Society (AFS) has an obligation to perform his/her duties in an ethical manner. First and foremost, on joining the AFS, a member accepts the responsibility to serve and manage aquatic resources for the benefit of those resources and of the public, based on the best scientific data, as specified by the Society's "North American Fisheries Policy" (see Fisheries 21[3]:26-29). He/she acts ethically in his/her relationships with the general public and with his/her employers, employees, and associates, and he/she follows the tenets of the Society's Equal Opportunity Policy (see 1997-1998 AFS Membership Directory and Handbook, page 3). He/she strives to preserve and enhance the fisheries profession. All members must adhere to the "Standard of Professional Conduct" as herein established.

Section I. Integrity of the Profession

Each member of the AFS shall:

- I-1. Avoid actual or apparent dishonesty, misrepresentation, and unprofessional demeanor by using proper scientific methodology, by adhering to the Society's "Guidelines for Use of Fishes in Field Research" (see Fisheries 13[2]: 17-21) by fully documenting technical conclusions and interpretations, and by encouraging these practices by others;
- I-2. Not speak for, represent, or imply in any way that he/she represents the Society without the express approval of the president or Governing Board. No member of any Chapter, Division, or Section may speak with authority for that group without specific authorization;
- I-3. Give appropriate credit for professional work done by others;
- I-4. Make the fisheries profession more effective by exchanging information and experiences with colleagues, students and the public via formal publications, reports, and lectures; informal consultations; and constructive interactions with professional societies, journalists, and government bodies;
- I-5. Approve only those plans, reports, and other documents he/she has helped prepare or has supervised;
- I-6. Make professional recommendations and decisions to benefit fishery resources and the public, base them on the best available scientific data and judgments, and give a clear and balanced exposition of the consequences of following and of not following such recommendations and decisions;
- I-7. Restrict, to the extent feasible, criticisms of technical results and conclusions of other researchers to professional forums such as meetings and technical journals;
- I-8. Treat employees justly and fairly with respect to recruitment, supervision, job development, recognition, and compensation.

Section II. Relations with Clients, Employers, and the Public

Each member of the AFS shall:

- II-1. Serve each client or employer professionally without prejudice or conflict of interest; unless the member's professional convictions conflict with the policies of the employer, in which case the member will provide the employer with full supporting evidence and sufficient time for study and action;
- II-2. Maintain confidential relationships with employers and clients unless authorized by the employer or required by law or due process to disclose information or results produced while employed by that client;
- II-3. Advertise his/her professional qualifications truthfully, without exaggeration and without denigration of others;
- II-4. Express opinions on an aquatic resources subject only if qualified to do so by training, experience, or study;
- II-5. Clearly separate professional opinion from accepted knowledge or fact in all communications;
- II-6. Advise against any action or decision by an employer, client or colleague that violates any law or regulation. If a member finds employment obligations conflict with professional or ethical standards, the member should advise the employer of the conflict. If such a conflict is not resolved in a timely manner, or if the action appears to materially affect the public health, safety, or welfare, then the member shall advise AFS of the objectionable condition or practice and supply substantial evidence of the problem. The member should reject attempts by employers and others to coerce or manipulate professional judgment and advice. The member should exercise professional judgment without regard to personal gain, and refuse compensation or other rewards that might be construed as an attempt to influence judgment;
- II-7. Not distort or withhold information solely to substantiate a personal point of view;
- II-8. Give expert testimony to a court, commission, or other tribunals only when based on adequate knowledge and honest conviction and give balanced judgments about the consequences of alternative actions:
- II-9. Expose scientific or managerial misconduct, including misrepresentation to the public of aquatic science/professional information, by informing the president of the AFS. The president shall refer this material to "The Ethics and Professional Conduct Committee."

Version Adopted by the Governing Board August 1997

GUIDELINES FOR SATISFYING COURSEWORK DEFICIENCIES

Instructions: Only **two** course deficiencies can be satisfied in this manner and only **one in each area** (Fisheries and Aquatics - A; Biological Sciences - B; Physical Sciences - C; Quantitative - D: and Communications - E). To satisfy a single course deficiency, three (3) out of items (I-IV) must be checked.

Name:	 	·
Course Deficiency:	 	

- Letter from supervisor that directly alludes to specific deficiency and comments on the proficiency of the applicant in that area (i.e., statistics, communications, fisheries, etc.).
- II. Add two years to the existing experience requirement (Ph.D. 2 years; M.S. 4 years;
- B.S. 5 years) for each course deficiency.
- III. Applicant must list the following to satisfy a deficiency in the stated coursework area (papers must be submitted with the application). Applicant must be the senior author of at least one manuscript.

A. Fisheries/Aquatics

A1. Author of two (2) published (published paper, book, D-J report) manuscripts dealing with fish (ecology, management, ichthyology, toxicology, behavior, physiology, etc.). At least one manuscript must be in a refereed journal.

B. Biological Sciences

B1. Published two (2) manuscripts that involve physical sciences (water quality, flow, substrate, etc.). At least one manuscript must be in a refereed journal.

C. Communications

- C1. Published two (2) manuscripts, one in a refereed journal and:
- C2. Presented two (2) presentations; at least one must be a technical presentation at a scientific meeting.
- 1V. Letter to the Board of Professional Certification from a colleague (of the applicant) who is a Certified Fisheries Scientist and is not the applicant's supervisor that directly addresses the specific coursework deficiency and how that deficiency has been satisfied.

LEADERSHIP COLUMN - FISHERIES, JANUARY 1994

Working with Volunteers: Handling the "What's in it for me?" Question

By Linda Rosenberg

In today's society, volunteers think hard before they commit their time and efforts to a professional society such as the American Fisheries Society (AFS). Those days when people would blindly work "for the cause" or to "give something back to their society" are gone. Today, if you want people to volunteer, you must be able to answer one basic question: "What's in it for me?" Or, put another way: "What will my contribution of time and energy do to advance the Society's goals in which I'm interested?"

It isn't the amount of time they would spend volunteering that bothers them - it's the amount they're afraid they're going to waste. So if you want to put your volunteers to good use, let them know what they will get in return for their investment of time.

What do volunteers want? Recognition, rewards, and a sense of accomplishment. Volunteers want to do something worthwhile and do it well. They also want someone to recognize their contribution appropriately, to make them believe they are "successful" volunteers. Sometimes a volunteer leader only has to say, "Thank you — you did a great job," but that is a minimum!

If you give your volunteers a job to do, you must do everything possible to show them the job is meaningful, worthy of their time, and an important contribution to the Society's success. Make sure you give them a "volunteer-sized" piece of the action along with the resources to accomplish this task. This might mean breaking a large job into several smaller ones handled by one or more volunteers with a series of deadlines. It might also mean providing training on computers or other equipment to ensure they not only have the resources but the know-how to do the job right.

Once you've given volunteers that ability to succeed, you should provide recognition. By definition, volunteers don't get paid. That makes achieving success and gaining recognition all the more important. Creating a specific program to give volunteers the feeling that time spent for the Society is worthwhile means recruiting properly. This is the first step in setting volunteers on the road to success. Before asking someone to serve as a committee chair, ask yourself what type of person does it take? What skills are needed? As a leader, you need to figure out who closely fits the profile. For example, Richard Gregory has been appointed chair of the Task Force on Advocacy. As a past president of the Society, he is aware of the mission and goals of the organization in advancing conservation of fishery resources and promoting the fisheries profession. Second, identify the key skills and characteristics of the volunteer position, such

as solid writing ability, willingness to make phone calls, ability to maintain membership files, or organizational experience. Third, recruit people who have a good chance to succeed in their volunteer roles, not just people who will say yes. Make sure you're not putting a shy, introverted person into a spotlight position that requires activities such as working a room of strangers.

Fourth, you should orient your volunteers by reinforcing how their particular jobs fit into the Society's overall long-range plan. If possible, hold an orientation session for all volunteers. The benefits of holding such an orientation include providing an opportunity early in the year to meet and get to know each other; establishing a cohesive, well-understood plan of action; introducing volunteers to other people in their professions who have made the same commitments; and gaining a better understanding of the goals and objectives they are working toward.

Training is frequently skipped and its value underestimated. Training not only can help convince members to continue volunteering but can show them you are willing to "invest" in teaching them to learn and volunteer well. By training volunteers, you build an active, dedicated, and successful leadership corps ready to take on future challenges, and the skills learned are transferrable into their professional lives. Such skills could include managing time, running committee meetings effectively, public speaking, becoming proficient on a new software program, or gaining project management experience.

If you've properly recruited, oriented, and trained your volunteers, then you should have confidence in their ability to succeed. This means trusting them to do the job. Make sure they understand what they are supposed to do and let them do it, perhaps checking in once in a while to monitor progress. Give your volunteers a sense of accomplishment by giving them feedback. Periodic reviews help identify progress and alleviate problems for volunteers before the individuals "fail."

The final step is to reward good performance with recognition. It's the volunteer's paycheck. If you go to all the trouble of making your volunteers successful and don't give them the recognition they want and deserve, you've wasted a lot of time and energy because they won't come back. Recognition doesn't have to be a plaque, trophy, formal letter, or certificate — it can be a simple, hand-written note or a firm handshake with a sincere "thank you."

Each person gives his or her time and effort to the Society for different reasons but all need the sense that they've undertaken a worthwhile project and accomplished something. Think of ways to give your volunteers what they need, and you'll find that working with volunteers really is worth the effort.

Action Planning Worksheet

Objective:	· · · · · · ·					
Further Specifi	cation:		_			
Indicators of A	chievement:					
Key Events	Responsibility	Initiation Date	Target Date	Completion Date	Proposed Budget	Comments
People		Equipment	Resources M	aterials/Suppli	<u>ies</u>	<u>Other</u>

AFS COMMITTEE/SUBUNIT PLANNING SHEET **YEAR**

COMMITTEE/SUBUNIT:			
STANDING COMMITTEE? () YES	() NO
CHAIR/SUBUNIT PRESIDENT:			
PHONE:			
YEAR/YEAR BUDGET APPROV	VED:		
YEAR/YEAR BUDGET REQUES	STED:		
COMMIT	TEE/SUBUN	IT MIS	SSION:

PAST PROJECTS:

ONGOING AND FUTURE WORK PLANNED:
Note: Label each item as: ONGOING-each year (ONG); PLANNED- Long Rang Plane (LRP); and SUGGESTED (SUG)

RECURRING SCHEDULED ACTIVITIES EACH YEAR:

Note: Identify significant activities, what months they occur and who (chair, chair-elect, president, or AFS staff) is responsible.

DATES ACTIVITY RESPONSIBILITY

INTRODUCTION

Committees are the backbone of strong volunteer organizations. The effective use of volunteers in partnership with staff brings about needed programs. When committees understand their role, have a clearly defined direction, an enabling staff, and organized and experienced leadership, there are no limits to their effectiveness.

There are eight steps in accomplishing a successful subunit committee structure. The eight steps are:

- 1. Analyzing the Subunit's Needs
- 2. Writing Committee Guidelines
- 3. Committee Member Assignments
- 4. Recruiting the Right People
- 5. Planning/Accountability
- 6. Monitoring Accomplishments
- 7. Evaluations
- 8. Recognition

We've provided short narratives describing each step in the following section. There are many forms included to assist your subunit in beginning the process of developing strong committees.

Committees are only as good as the people and plans that guide them. This section of how to build an effective committee is designed to help you as a leader of your subunit to develop effective committees.

STEP 1

ANALYZE THE SUBUNIT'S NEEDS

- 1. Begin by listing the various tasks required to carry out the functions of the subunit.
- 2. List the committees with their assigned jobs and functions for these tasks. The purpose for doing this is to identify who does what (see attached form (Assessing Committee Functions).
- 3. Be clear in direction to committees on the scope of their task.
- 4. Involve volunteers in identifying their own committee function (gives a greater sense of ownership and commitment).

ASSESSING COMMITTEE FUNCTIONS

WHAT TASK NEEDS TO BE DONE?	WHAT TASK NEEDS TO WHAT COMMITTEE IS BE DONE? IT ASSIGNED TO?	IS IT THE APPROPRIATE COMMITTEE?	WHAT COMMITTEE SHOULD DO IT?
(financial management, public relations, budgets)			
			5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5

STEP II

WRITING COMMITTEE GUIDELINES

- To ensure clarity, all committees should have guidelines. Guidelines can be used to help people understand the work of the committee before signing on as a participant. They can also be used in orientation and training sessions to assist volunteers in understanding their task.
- 2. Guidelines should include the name of the committee, a general statement of its function, a list of tasks the committee performs and approximate time of year when those tasks are completed. You might also include: who the committee reports to; approximate size of the committee; the staff with whom the committee can expect to work with and the expected time commitment.
- 3. Effective means to creating the committee guidelines or revising old ones is to involve the committee in the process.
- 4. Periodic review of committee assignments is a way to ensure understanding and agreement about the job to be done.
- A Committee Guidelines Worksheet (attached) is designed so that committee members and staff can work jointly to determine their task. It provides the basic outline of the committees work (see completed sample worksheet).
- 6. In addition to committee guidelines it is useful to have job descriptions for the chairperson and committee members. It is designed to give specific information about qualifications of committee members, the number of meetings per year, training available, and performance expectations for the chairperson and members. Keep it short and to the point! (see sample job description)

COMMITTEE GUIDELINES WORKSHEET

Committee Name:				
Committee Function:				
TASKS	DATES			
1:	1:			
2:	2:			
3:	3:			
4:	4:			
5:	5:			
6:	6:			
Committee reports policy and procedural recommendations to:				
Recommended committee size:				
Assigned staff:				
Time Commitment:				

Other Information:

SAMPLE COMPLETED COMMITTEE GUIDELINES WORKSHEET PUBLIC RELATIONS COMMITTEE

Committee Name: Public Relations

Committee Function:

- 1. Review all publicity material
- Assist in media contacts as needed
- 3. Develop new public relations campaigns to support programs
- 4. Evaluate public relations
- 5. Develop public relations guidelines

TASKS DATES

- 1: Review all publications 1: As needed designed for the public for consistency and appropriateness
- 2: Assist staff in publicizing 2: On a monthly basis society/subunit events
- 3: Review annually public relations 3: December calendar with staff
- 4: Arrange for specialized 4: N/A publicity/news stories as needed
- 5: Arrange a process for 5: N/A committee members to assist other functional areas and/or committees of the society in their development of publicity
- 6: Develop yearly committee work 6: January plans in line with society goals

Committee reports policy and procedural recommendations to: The Board of Directors

Recommended committee size: five to seven

Assigned staff: Director of Development

Time Commitment: 3 hours each month

PUBLIC RELATIONS COMMITTEE COMMITTEE MEMBERS/CHAIRPERSON JOB DESCRIPTIONS

Qualifications:

- 1. Committee members should have experience and/or high degree of personal interest in public relations.
- 2. Members should have a working knowledge of the mission, programs, volunteers, and staff of the organization.
- 3. Members should have a willingness to participate in publicity and public relations functions or work on behalf of the society.
- 4. Members must be willing to attend 6 to 8 committee meetings per year.
- Chairperson should have one year previous experience on the committee and/or excellent working knowledge of media and/or the society and an interest in developing public relations skills.
- 6. Chairperson must be willing to meet with assigned staff to plan committee meeting on a regular basis.
- 7. Members of the committee must attend orientation and training sessions once per year.

Number of meetings per year: 6 to 8

Time commitment: 1 to 4 hours per month; approximately 25 hours per year

STEP III COMMITTEE MEMBER ASSIGNMENTS: Is the Right Person on the Right Committee?

- It is not enough to know the jobs the various committees should be doing! You must also know who the people are that serve on those committees and what special talents and skills they bring to the subunit.
- Do a current member assessment to see if skills/interests match the tasks to be accomplished by the committee. This will provide the data to see if individuals are appropriately placed on committees.
- 3. Use the Skill/Interest Assessment form (attached) to help you assess committee assignments. List committee needs and determine which members have those skills/interests.
- 4. The form can be completed by the EXCOM as you prepare committee assignments. It can also be done by the chairperson of the committee and staff.

SKILL/INTEREST ASSESSMENT FORM

COMMITTEE

COMMITTEE NEEDS	MEMBER SKILLS	(LIST MEMBERS)	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
œ.			
9.			
10			
11.			
12.			
13.			
14.			

SAMPLE SKILL/INTEREST ASSESSMENT FORM

COMMITTEE: Public Relations

COMMITTEE NEEDS	MEMBER SKILLS	(LIST MEMBERS)	
	Sam	Joe	Judy
Experience in Public Relations	X		
2. Personal Interest		X	
3. Working Knowledge		X	X
4. Willingness to Participate	X		X
5. Able to Attend Meetings	X	x	X
6.	Knows media corp.	Knows media corp.	Strong leader
7.			
8.	Creative		
9.	· · · · · · · · · · · · · · · · · · ·	Graphic expert	

STEP IV

RECRUITING THE RIGHT PEOPLE

PART I

- The most effective committees are those in which the function of the committee and its tasks are matched to the skills and interests of the members. Imagine a public relations committee without members experienced in writing press releases or producing public service announcements.
- 2. Develop a method in seeking the best committee members by developing a method of matching function to skill. Once completed, it clarifies which committees current volunteers might best serve.
- 3. Try using the "Who Should be Doing the Job" form (attached) to identify potential committee members. The function of the committee and its tasks are listed. Then the skills necessary to complete those tasks. By seeing functions and skills side by side, it is easier to identify potential committee members.
- 4. The form can be used as a self-assessment. It is a means to identify lack of skills. For example, a public relations committee with individuals lacking press release writing skills could quickly see the deficiency. The form allows you some choices: 1) recruit a new member with those skills; 2) bring someone to the committee to train everyone; 3) have someone currently on the committee trained.

NOMINATIONS, SELECTION, APPOINTMENT

PART II

- 1. Methods of getting people to serve on committees are as varied as committees themselves.
- 2. Nominations: sometimes nominees are asked to apply for a committee, while other nominees are not contacted in advance about their committee choice. The most effective nomination process for volunteer committees is to give the potential candidate a choice.

Nominations, Selection, Appointment (continued)

Prepare a post card sized preference checklist to distribute to potential candidates. The card with an accompanying sheet describing, briefly, the functions of each committee is often sufficient to assist people making committee choices.

3. Selection: The most common method of recruiting committee members is their nomination by staff. This is limiting and dangerous. The best recruiters of volunteers are other volunteers. They understand the workings and demands of the committee.

Send a letter to potential committee members which would include guidelines, a job description sheet, and information about the society. Make a follow up telephone call to determine the person's interest. Studies show that the most effective recruiting technique is a volunteer asking someone to serve!

4. Appointment: an individual's appointment or election to a committee should be made official. This might include a formal letter of appointment or a telephone call from the chairperson. New committee members should receive guidelines and a job description.

NOMINATIONS, SELECTIONS, APPOINTMENTS WHO SHOULD BE DOING THE JOB

FUNCTION TO BE DONE	WHAT SKILLS ARE NEEDED	PEOPLE WHO COULD DO IT
		<u> </u>
·	<u> </u>	
	<u> </u>	
.=		
·		
	<u> </u>	

SAMPLE POSTCARD

American Fisheries Society Thank you for agreeing to serve.				
Name:		Date:		
Address:				
Home Phone:	Work Pho	ne:		
E-mail:				
Listed below are the co committee preference.	ommittees of our organization.	Please list in order (1,2,3) your		
Publicity Nominating	Time and PlaceContinuing Education	ResolutionsBoard of Certification		

SAMPLE COMMITTEE DESCRIPTION

AMERICAN FISHERIES SOCIETY

The following are standing and special committees of our organization with a brief description.

PUBLICITY:

Review publicity and public relations material, contact news media for coverage of events, develop public relations campaigns, assist other committees, and evaluate public relations.

NOMINATING:

Prepares a slate of candidates for the Society offices of Second Vice-President, First Vice-President, and President-Elect.

TIME AND PLACE:

Generates competitive proposals for the site of the AFS meeting four years hence from which the Executive Committee shall choose one site.

CONTINUING EDUCATION:

Assesses the continuing educational and training needs of the fisheries profession and works in close coordination with the Society's Chapters, Sections and Divisions to develop a comprehensive continuing education program.

RESOLUTIONS:

The committee drafts resolutions, screens and edits resolutions submitted to it by officers, members, or subunits, and presents its slate of resolutions for vote at the Society's Annual Meeting. The two types of resolutions include internal resolutions, which relate entirely to AFS matters, and external resolutions, which relate to broad national or international issues outside of AFS.

BOARD OF PROFESSIONAL CERTIFICATION:

Certifies individuals as Certified Fisheries Scientists or Associate Fisheries Scientists under guidelines established by the Society; counsels those seeking certification on how to prepare for it.

More detailed information can be provided by calling 301/897-8616.

STEP V

PLANNING/ACCOUNTABILITY

- A goal must be achievable, measurable, observable, flexible, and demanding.
- Committee objectives and work plan should be tied to the established goals and objectives of the society.
- 3. Planning has three purposes:
 - a. It involves the volunteers in designing their own activities and develops a sense of ownership.
 - b. It provides a record of work; and
 - c. It provides a system of accountability.

Part I -- Setting Objectives

- 1. Objectives should have five characteristics:
 - a. measurability
 - b. achievability
 - c. flexibility
 - d. demanding
 - e. observable
- 2. Committee needs to understand the fundamentals of writing objectives before producing work plans.
 - i.e. Organizational goal: increase participation at training sessions by 15% by (date)

Objective might be: increase budget for training expenses (transportation, materials, etc.) by 10% by (date)

Part II -- Committee Work Plans

- Translating good intentions into deeds is a challenge for most committees. Lack of productivity on the part of a committee can occur because people don't know how to begin.
- 2. Once the committee has clear goals from the EXCOM and has drafted objectives for each goal, work plans can be written.
- 3. The most common mistake a committee makes, when writing a work plan, is listing the details of how a project should be carried out. It is the responsibility of the committee to see that a task is completed and services delivered. For example, the committee has the responsibility of seeing that a crab feast is held, listing how many crabs needed is not part of the work plan. The committee's task is to see that the event occurs and to delegate detail decisions to the person organizing the event.
- List the objectives, establish, and identify tasks needed to accomplish the objectives.
 - a. Example objective: Organizational goal is to increase membership by 10% over a two year period.
 - 1. Determine current level of participation (by date).
 - 2. Evaluate current recruitment effort (by date).
 - 3. Draft recruiting plan for target area (by date).
 - 4. Implement recruiting plan (by date).
 - 5. Evaluate quantity and quality of recruiting effort (by date).
- Individual steps in the work plan should be assigned to a member of the committee. This doesn't mean the committee member does the work alone. It indicates the individual responsible for seeing that the work is done.

PART III - Individual Work Plans

- 1. The work plan should be broken into smaller tasks and members of the committee agree to the tasks assigned.
- 2. Volunteer and staff work plans need to relate to the committee's work plans.

Example:

Committee objective: To increase membership by a certain date

Work plan:

Gather current membership information and

statistics by date.

Volunteer activity:

Call AFS staff to get current membership

(Individual)

figures

- 3. Using a system like this insures the chairperson a more equitable distribution of work assignments.
- 4. Members can select those tasks in which they are interested. By accepting responsibility for individual tasks, members have a sense of ownership over the outcomes. They are more apt to be motivated to complete the tasks if they understand the need for their specific assignment.

OBJECTIVES

must be

- 1. measurable
- 3. flexible
- 2. achievable
- 4. demanding
- 5. observable

Write one to three objectives you would like to achieve in the next year. Be sure they meet all of the above criteria.

	2-0100021		
<u> </u>		-	-

COMMITTEE WORK PLANS

COMMITTEE NAME:

Goal:		
Committee Objective:		
Steps to accomplish this objective?	Assigned	l to:
1		
2		
3		
4		<u> </u>
Goal:	 	
Committee Objective:		
Steps to accomplish this objective?		Assigned to:
1		
2,		
3		
4		
Goal:	<u></u>	
Committee Objective:		
Steps to accomplish this objective?		Assigned to:
1		
2		
3		
4.	105	

INDIVIDUAL WORK PLANS

Committee Work Plan:	
My Assignment	Due Date
1	
2	
3	
4	
Committee Work Plan:	
My Assignment	Due Date
1	
2	
3	
4	
Committee Work Plan:	
My Assignment	Due Date
1	
2	
3	
4.	

STEP VI

MONITORING ACCOMPLISHMENTS

- A committee may not need formalized minutes, but a brief one page meeting summary can remind participants of work accomplished. It also helps absent committee members to stay informed.
- Attach to the minutes or one page summary a list of items members volunteered to do. This becomes the record for the chairperson to monitor progress. It also is a reminder of the varied tasks accomplished by individual members.
- 3. Volunteers need to see the results of their efforts. It is recommended that the chairperson convey the importance of the work the committee does through monthly/bimonthly/quarterly reports. For example: a public relations committee would get a monthly report on all PR activities; a membership committee would receive up-to-date figures on membership.
- 4. The chairperson should prepare a report for the Mid-term and Annual EXCOM meetings.
- 5. To monitor work and give credit for accomplishments, the chairperson should review work plans and individual assignments at:
 - a. Each committee meeting; or
 - b. Each month by phone; or
 - c. By a written report.
- 6. All committees should have a starting point where work plans and individual activities are drafted, and an event to signify closure and accomplishment.
- 7. Remember: Volunteering is not just hard work, it should be fun!

SAMPLE HIGHLIGHTED MEETING SUMMARY

Public Relations Committee May 18

- 1. Joe Salmon will contact the editor of the Herald to set up training on media relations for staff and volunteers.
- 2. Charles Pike and Dale Bluefin will conduct phone survey of local radio stations to see how they would use locally produced PSA.
- 3. Jack Flounder agreed to get publicity to the office by June 1 regarding the July 4 fund raising event in City Park.
- 4. Lee Chairperson will meet with Ray President and Paul Executive about getting committees to bring P.R. up-to-date sooner when planning events.
- 5. Next meeting is June 16

COMMITTEE MONITORING PROCESS

Checklist

		Yes	No	Comments
1.	Do people on my committee know what is expected of them?			
2.	Is a meeting summary sent to remind members of their commitments to we plans for activities?			
3.	Does the chairperson and/or staff have a conscious monitoring plan to keep the committee on task?			
4.	Are members expected to give reports regularly?			
5.	Is there a formal review of the committee's activities?			
6.	Are records kept from year to year and used to illustrate the progress a committee is making?			
7.	Are committee members publicly commended for their committee work?			

STEP VII

EVALUATIONS

The work of the committee of volunteers can be evaluated in two ways:

- Accomplishments of the committee are measured against the original objectives and;
- Committee members' performance is assessed.

Listed below are some techniques for evaluating committee objectives, work plans and activities:

- 1. Plan an evaluation meeting using a simple strategic plan.
- 2. At the evaluation meeting, have volunteers review each objective and work plan to determine if they have been completed.
- 3. The staff liaison should attend the evaluation meeting. Sometimes the staff liaison knows of activities by an individual volunteer that are unknown by the rest of the group. Communicating this information ensures that volunteers see their individual efforts as a part of the whole.
- 4. Help volunteers to understand that plans are only guidelines and not written in stone.

Here are some techniques for evaluating the work of the members assigned to the committee. THIS must be done with sensitivity.

- 1. At the same evaluation meeting, use techniques to help volunteers assess their own performance, i.e. self-diagnosis.
- Have volunteers list those activities they agreed to complete. Have them
 indicate whether the task was complete or is still pending and to make
 comments. This evaluation remains private.
- Give the opportunity for volunteers who might want to discuss incomplete or discontinued tasks with other committee members, soliciting their advice and/or assistance to complete the work.
- 4. Another technique for evaluation is a series of questions and discussion about individual assignments. This is an open evaluation process. It is most effective where the majority of members have worked together for a long period of time and there is well developed communication.

The purpose of these techniques is not to be harsh or judgmental. Committee volunteers work should be evaluated in such a manner that they determine their effectiveness to the organization. Volunteers appreciate being helped to analyze their work and make judgements about how to improve it. Loyalty to the Society is greater when volunteers have a sense of ownership over their own activities.

COMMITTEE EVALUATION

OBJECTIVE:

STEPS TO COMPLETE	COMP	INCOMP	DISCONT	COMMENTS
1.				
2.				
3.				

MY TASKS:

STEPS TO COMPLETE	COMP	INCOMP	DISCONT	COMMENTS
1.				
2.	i			
3.				

OBJECTIVE:

STEPS TO COMPLETE	COMP	INCOMP	DISCONT	COMMENTS
1.				
2.				-
3.				

MY TASKS:

STEPS TO COMPLETE	COMP	INCOMP	DISCONT	COMMENTS
1.				
2.				
3.				

LEGEND: COMP = Complete; INCOMP = Incomplete; DISCONT = Discontinued

EVALUATION QUESTIONS

- 1. What tasks have been completed to accomplish this objective?
- 2. What tasks have been abandoned? Why?
- 3. What tasks still need to be done? Why?
- 4. How could we plan better to complete tasks?
- 5. Do we need to organize the committee to complete the assignment on time?
- 6. Does someone need help with a specific assignment?
- 7. Have you recorded your efforts so someone can take over your job next year?
- 8. What would have helped you do your job more efficiently?

STEP VIII

RECOGNITION

Your final step is recognition. Volunteers who serve on committees should receive recognition for the work they do. Why do volunteers need recognition? Studies show that two of the strongest needs a volunteer has are the desire for status and positive reinforcement. By satisfying these needs with recognition, that volunteer will likely be more highly motivated to improve performance and self-esteem.

Recognition needs to be personal and specific. It doesn't have to be a plaque, trophy, formal letter or certificate -- it can be a simple, hand-written note or a firm handshake with a sincere "thank you".

Each person gives his or her time and effort to the Society for different reasons but all need the sense that they've undertaken a worthwhile project and accomplished something. Think of ways to give your volunteers what they need, and you'll find that working with volunteers really is worth the effort.

SUCCESSFUL SILENT AUCTIONS (How To Do It)

Certain elements help guarantee a successful silent auction:

- 1. Commitment. Without commitment, nothing really substantial takes place.
- Reason. There should be a recognizable reason for going to all that trouble. A real <u>use</u> for the money generated is reason enough.
- Leader. A dedicated leader is essential. There must be a central person who makes sure everyone else does his/her job.
- Willing Workers. One person can't do it all. The worker bees must be out there doing their parts.
- 5. Appropriate Auction Items. The right items, and the right number of items are essential.

WHY HAVE A SILENT AUCTION?

Funding from members dues meets just the basic requirements for subunit programs. Subunits have found that they usually need to seek some additional funding to support their subunit activities if they are to grow and thrive.

HOW TO SILENT AUCTIONS WORK?

Individuals, companies, businesses, etc. donate items, services (like fishing trips) or cash (with which items can be purchased) that will be put on display during the subunit's annual meeting. During stated time periods when the auction is "open for business," participants write their bids on bid sheets provided for each item. At the end of the auction, items go to the highest bidder.

BASIC HOW TO DO IT STEPS:

Step 1: Decide to hold the auction.

Sounds simplistic, but it really isn't. Unless the entire subunit leadership agrees with the decision to hold an auction, the necessary commitment for success is not there.

If you have a small subunit, you may want to join forces with another subunit to share income and workload.

Step 2: Select time, place, and forum.

The appropriate forum provides a suitable audience. This audience is already committed to the subunit's objectives and growth. Some subunit annual meetings are small. In such cases, the auction could be staged at other organizational annual meetings, i.e. Wildlife Society Chapter, etc.

Whatever the forum, it is essential to have the commitment from the sponsoring organization to provide time, space and publicity.

Step 3: Plan ahead.

Plan ahead, and get an early start. From the beginning, have a designated auction chairman, and it's a good idea to have someone other than the subunit president functioning in this role. It's also best if the chairman volunteers rather than being appointed.

Leadership roles should be designated at this time. Needed are sub-chairmen for publicity; procurement; and on-site scheduling.

Step 4: Procurement of auction items.

A. Have a committee brain-storming session on potential contributors. Take down all ideas, and distribute the list to everyone involved.

Don't limit your thinking to the obvious. Of <u>course</u> AFS members, fish suppliers, and wood craftsmen should be on your list, but what about banks? picture framers? sporting goods stores? antique shops? hardware stores? your employer? you? other individuals?

Take appropriate precautions to see that companies don't receive multiple solicitations.

- B. Consider assigning a number of items per province, state or county, and have area chairmen in charge of overseeing procurement. Alternately, consider contests whereby the area bringing the most items wins prizes.
- C. Contact potential contributors. Get commitments in writing when possible, with name, address, phone and description of each item. If cash is donated, be sure good records are kept, that the donor knows the correct way to make out the check, and that the donor gets a receipt.
- D. Designate one location for all items to be gathered, and make sure all workers know about this.
- E. How many items should you try to obtain? As many as possible, but consider the potential number of meeting attendees. Large meetings should have many, many items. (Would <u>you</u> shop in an empty store?)
- F. Try to vary the costs. Have high priced and low priced items. Have items that appeal to men, some for women, and some for children.

Contributors may ask for suggestions for items to donate. Here are some general categories that have proven to be successful:

- Handcrafted wood items (almost anything will sell if it is well made)
- Children's toys (particularly if unusual or hard to get)
- ♦ Handmade crafts
- ♦ Sporting goods
- Fishing or hunting trips
- Furniture (cedar chests, rocking chairs, etc.)
- Original or limited edition prints, water colors, or oils
- Unusual or "unique" items (i.e. puppy)
- Vacation weekends (Hotels, company lodges, etc.)
- ♦ Tools
- Fishing equipment
- **♦** Antiques

THE BOTTOM LINE: Anything YOU would like enough to offer a serious bid on! Remember that attendees want either to get a good buy, or to find something unusual. They will often pay far more than an item is worth if it is something they can't easily find elsewhere.

The subunit president should write a letter to each subunit member telling them all about the auction. Attached to the letter is a "coupon" soliciting donations. The back of the coupon lists some of the items auctioned the prior year. This idea certainly cuts down on the need for individual solicitations, though they are still applicable, and it works.

G. Items on consignment: Ordinarily, this is not your best bet. It's cleaner and the accounting is easier if items are donated outright and free of strings. However, if a surefire item (like a fine firearm) is offered, and it has the potential of bringing in the big bucks, it may be worthwhile to consider it.

Step 5: Publicity

Good publicity is essential -- before, during and after the auction.

- A. Pre-auction publicity should be geared to "fire folks up" about the auction. Let them know what they can expect. Mention some of the items which will be available for bid. Be sure to include when, where, and why.
- B. Auction time: Successes are largely due to the fact that auctions are made an important part of the subunit's annual meeting. Registration packets should include information about the auction. Meeting registrars should mention the auction to each person registering, and ask them to visit it. Announcements concerning the auction should be made periodically during the meeting. This creates a sense of excitement about the auction.
- C. Afterwards, be <u>sure</u> all donors are thanked privately and publicly. A personal letter should be followed by public acknowledgment via newsletters, etc.

Step 6: Auction arrangements.

This is an important step, and one that should be well thought out. In most cases, the room arrangements will be made by the sponsoring organizations, and the auction chairman should make the needs known well in advance.

- A. The auction space should be in a room with doors that can be locked or security should be arranged for.
- B. The room should be large enough to allow for ample circulation. Often a too-crowded room will deter bidding.
- C. Tables should be placed around the walls, with ample room for the items without crowding them too much. If space permits, place a few tables in the center of the room, allowing plenty of elbow room.
- D. The auction room should be near the center of the meeting action. This allows people to drop in between sessions, or before and after meals.

(Host a cocktail party inside the auction room just prior to closing of the auction. This works well and adds to the excitement.)

Step 7: Preparing items for bidding

- A. Check all items to see that they are clean, whole, and working (if they have working parts). don't use items that are broken, cracked or obviously used (except in the case of antiques).
- B. Prepare bid sheets for each item. Number each bid sheet. Bid sheets should be clean, neat and professional looking. Each sheet should be supported in some way for writing purposes. One way to do this is to staple the sheet to cardboard backing. Have blank sheets on hand for last minute items.

The top of the bid sheet should list the item for bid in large, bold letters, with a short description, if appropriate, and the name of the donor. If donors ask not be named, simply write "Anonymous Donor." The remainder of the sheet would include a series of numbered lines:

HANDCRAFTED WOODEN CRADLE

DONATED BY: JOHN COD

i.	John Fisherman	<u> \$25,00</u>
2.	. Karen Perch	\$30.00

it's a good idea to have duplicates of each bid sheet on hand.

Most committees have found that names work better than numbers for bids. At the end of the auction, no additional work needs to be done to ascertain who won the item. This can also provide a friendly sense of competition that adds to the fun. However, some believe that it is better if people do not know who their competition is.

C. For intangible items such as hunting trips or vacation packages, provide a picture, brochure, video, etc., and complete information on what is included in the deal. This should be laminated and reinforced so it will stand. (Again, cardboard can be used to create a picture frame stand.)

BE SURE TO PROVIDE PLENTY OF PENS AT EACH TABLE FOR BIDDERS TO USE! DO NOT USE PENCILS.

Step 8: Bidding Procedures

- A. It is best to set rules on bidding procedures, and post these rules.
 - Establish a minimum bid jump. It is suggested that round dollars be used, or you might get into a situation where bids are upped by pennies.
 - 2. No bids less than previous bids. (This can happen!)
 - Changed, or lined-out bids must be initialed by the bidder.
 - 4. No bids accepted after the end of the auction, period. No excuses and no exceptions.

Step 8: Bidding Procedures (continued)

- 5. The committee should decide ahead of time concerning minimum bids. These should be used sparingly, and only for high-priced items.
- C. If the committee has received cash donations and used the cash to purchase items, it is best to have someone from the committee begin the bidding at the cost of the item. If no one overbids, the item can be returned for cash, and the committee won't lose anything.
- D. Sometimes unusual items will go for a long time without any bids. This is usually because people just don't know where to start the bidding. In this case, the auction committee should begin the bidding with a reasonable bid. The bidding will almost take off once it's started.

Step 9: Ending the Auction

The auction can end at a set, pre-announced time. At that time, all bidding is stopped. Workers should be placed strategically around the room, and should immediately start picking up bid sheets. They should watch to see that no one adds a bid.

Another option is to pre-set the ending time, but keep it secret. This option makes the bidding more lively throughout the auction, but it may cause some complaining.

The auction manager should have a list of all auction items by number (be sure to add items brought in at the last minute). The name of the top bidder is listed beside each item, with the amount of the bid. Be sure to check the amount of the last bid, and make sure it is higher than the previous one. If it is not, the highest bidder gets the item. This list is then posted.

Set a time for items to be picked up and paid for. This can be hectic if there are a large number of items. Be sure to be prepared:

- A. Have cash on hand for change.
- B. Have enough workers so that this part runs smoothly.
- C. Allow bidders to pay with charge cards if possible.
- D. Consider varying pickup times. For example: names beginning with A-G at 7:00 pm, H-0 at 7:15, P-Z at 7:30, etc.
- E. Another option is to allow x-number of people into the room at one time. Let them pick up their item(s) and pay, and they will then be out of the way. Allow others to come in as people leave.
- F. Don't get into the delivery business by offering to get the item to the bidder. This is counterproductive and more work than necessary.

OPERATE YOUR AUCTION ON A CASH AND CARRY BASIS. NO PAYMENT, NO ITEM.

What to do with unclaimed items? The bidder may have simply left the meeting site. Touch base with him/her later and escertain if the item is wanted. If not, contact the second highest bidder. Or, simply save the item for the next auction.

Miscellaneous

It's important to have workers assigned as overseers throughout the auction. Be sure each worker knows the schedule. All workers should be available to help close the auction.

Make your auction festive and fun. There are many ways to do this, and the committee should use its collective imagination. Here's some ideas:

- A. Decorate the auction room. Use good signs, banners, etc. For example, use a western theme placing paper boot-prints strategically to point the way to the auction area.
- B. Have other activities simultaneously.
- C. In order to keep bidding lively throughout the auction, pull certain items from time to time, and announce the highest bidder for that item. Replace the item with a new one.

Step 9: SPEND YOUR WELL-EARNED MONEY!

CONTINUING EDUCATION

PROCEDURE FOR SUBMITTING PROPOSED CONTINUING EDUCATION COURSES

One of the most important functions of the Society is the maintenance and enhancement of the technical, professional, and administrative knowledge and skills of its members. The Continuing Education Committee of the Society is charged with that task and encourages individuals and subunits to develop and propose for approval continuing education activities. These activities may be for Continuing Education Unit (CEU) credit or not, as desired by the proponent.

- 1. To obtain approval for a proposed activity, contact the Unit Services Coordinator at Headquarters to obtain an approval form and the criteria and guidelines of the Council on Continuing Education Unit.
- 2. When completed (at least three months prior to the date of the scheduled activity), approval forms should be submitted to the Unit Services Coordinator who will distribute them to the Continuing Education Committee for review, consideration and disposition.
- 3. Notice of Committee action will be forwarded to the proponent by the Unit Services Coordinator.
- 4. At the same time the proponent is notified of the decision of the committee, the Unit Services Coordinator will also forward paperwork for students to complete in order to obtain CEU credit. These forms should be filled out during the class. It is also necessary to collect a CEU registration fee for each student who wants to register their CEUs. The cost of registration is \$7.00 per AFS member and \$10.00 per non member. Completed forms and one check covering all registration fees should be sent to the Unit Services Coordinator.

For further information, please contact the Unit Services Coordinator at The American Fisheries Society, 5410 Grosvenor Lane, Suite 110, Bethesda, MD 20814; phone-(301) 897-8616; fax-(301) 897-8096; or by e-mail-lhutchcroft@fisheries.org

Continuing Education Course Approval Form



American Fisheries Society Continuing Education Committee

PROCEDURES FOR COURSE APPROVAL

All continuing education courses or activities sponsored by the American Fisheries Society must be approved by the Continuing Education Committee. Courses or activities which carry academic credit, lead to a high school equivalency certificate, or are organization oriented programs or short direction programs only casually related to any specific upgrading purpose or goal would normally not qualify for approval.

Typed course approval forms must be completed and returned to the Continuing Education Liaison, American Fisheries Society, 5410 Grosvenor Lane, Suite 110, Bethesda, MD 20814-2199. The course contact is responsible for completing the course approval form and returning it at least three months prior to the presentation date.

Course approval forms will be reviewed for completeness by the Continuing Education Committee. If more information is needed, the course approval form will be returned to the course contact. The course contact will submit a revision implementing the recommendation(s) made by the Continuing Education Committee within two weeks of notification of the need to revise.

Continuing Education Units (CEUs) will be awarded only if requested and only for those hours which are of professional and academic content. A fee of \$7 for AFS members and \$10 for non members will be charged for each course/activity.

If the course is approved by the Continuing Education Committee, the course contact will receive an approval letter indicating the amount of CEUs for the class/activity. In addition, the course contact will receive class and participant forms. During the program, the course contact will (1) distribute the class and participant forms; (2) have all registrants sign an attendance register; and (3) explain to the registrants that those who wish to obtain continuing education credits must complete the Class Form and if they have never taken a class with ACE (American Council on Education) before, the Participant Form. Finally, the course contact must explain the amount of CEU credit which will be given for the program being offered.

After the program, the course contact must (1) collect and check each Participant Form and Class Form for completeness and accuracy; (2) collect the fee; (3) return class register, Participant Forms, Class Forms and one check to cover all of the registrants' fees to Continuing Education Liaison, American Fisheries Society, 5410 Grosvenor Lane, Suite 110, Bethesda, MD 20814-2199.

Programs may be repeated for a maximum of three years without further assessment unless content of the program is changed.

^{*} Fees subject to change without notice

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	B. COURSE TYPE 1. 1000 Bioengineering 2. 1100 Early Life History 3. 1200 Introduced Fishes 4. 1300 Fish Health/Culture 5. 1400 Leadership/Communications 6. 1500 Socioeconomics 7. 1600 Education 8. 1700 Population Management/Techniques 9. 1800 Marine Fisheries 10. 1900 Water Quality 11. 2000 Computer Science in Fisheries 12. 2100 Fish Habitat Management/Techniques																					
111.	PROG	RA	M F	PRO	VC	IDE	ER((S)	(i.e.	. Ch	apte	r, S	ectic	on, E	Divis	ion,	Age	ency	, Un	niver	sity)	
ĮV.	COUR	RSE	CC	TNC	ra(CT																
	Name: Address	: :																				

Fax:

City, State, Zip, Country:

DATES & LOCATION

Phone:

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	Beginning D Meeting Pla City, State o	ce:		Ending Date:	
VI.	REQUES	STING CO	NTINUING	EDUCATION UNIT	REDIT?
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				ems VII, VIII, IX (you are ended it, complete all remaining it	
VII.	participants, other comple	, their supervis	sors, their orga competitive o	entify the needs for the planr nization and/or profession. ourses. Standard: The program	Take into consideration
Vill	able to do u concise writter	pon completion statements of in lige and/or attitud	on of the learn Intended learning	G OUTCOMES: State value of the properties of t	rogram/activity has clear and should specify the determined
IX.	CONTEN	NT & METI	HODOLOG	Y: Briefly describe the top	c(s) to be covered and the

learning and permit opportunities for the learner to participate receive feedback.

instructional methods which will be employed during the activity/program. Standard: The content and instructional methodologies are consistent with the objectives or learning outcomes, sequenced to facilitate

- X. REQUIREMENTS FOR SATISFACTORY COMPLETION: Briefly state what the requirements for satisfactory completion of the activity/program. Standard: Requirements for satisfactory completion are base on the purpose and intended learning outcomes. Participants should be informed of the requirements for satisfactory completion prior to their participation. High attendance should be required (e.g. 90% and above).
- XI. ASSESSMENT OF LEARNING OUTCOMES: Briefly state how individual performances in relation to the intended learning outcomes will be assessed. Standard: Procedures established during program planning are used, when applicable, to measure the achievement of intended learning outcomes specified for the program/activity as they relate to changes in learner's knowledge, skills, or attitudes. Assessment may take diverse forms, such as performance demonstration under real or simulated conditions, written or oral examinations, written reports, completion of a project, self assessment, or locally or externally developed standardization examinations.

XII. PROGRAM EVALUATION: Briefly describe how major aspects of the continuing education experience, i.e. organizational input, the design, content, content level, and operation will be evaluated. <u>Standard</u>: Evaluation refers to the quality of the administration and operation of the continuing education experience as a whole. Participant reaction surveys can be designed to measure what the participants consider to be the benefits of the learning experience and to determine satisfaction with the physical arrangements.

XIII. INSTRUCTION: List the instructional personnel involved in planning and conducting the program/activity and indicate the approximate proportion of instruction time. A curriculum vitae of up to two pages must be submitted for major instructors. Standard: Qualified instructional personnel are directly involved in determining the program purpose, developing intended learning outcomes, and planning and conducting each learning experience.

XIV. DETERMINING NUMBER OF CEUS TO BE AWARDED: One CEU is awarded for each 10 contact hours of instruction. The 60 minute clock hour is used as the contact hour. Coffee breaks, lunches, etc. are not included. Field trips (minus travel and other administrative time) may be awarded CEUs, but usually on a basis of at least two hours being required for each contact hour of instruction.

The following and similar activities are not included when calculating the number of contact hours:

Time for study, assigned reading, and other related activities, outside the classroom or meeting schedule.

Meeting time devoted to business of committee activities.

Meeting time devoted to announcements, welcoming speeches, or organizational reports.

Time allocated to social activities, refreshment breaks, luncheons, receptions, dinner and so forth. Note: time devoted to a luncheon or dinner presentation integral to the continuing education experience may be included in calculating instructional contact hours.

A. Time Schedule Example:

8:00 – 9:00 a.m.	Topic
9:00 – 12:00 p.m.	Topic
1:30 – 3:30 p.m.	Topic

B. To	otal Number of Co	ntact Hours:		
	MBER OF PARTIC QUEST CEUs:		CTED TO	
XVI. ADI	DITIONAL INFORM	MATION:		
Submitted	by:		Approved by:	
(NAME-PLEA	SE SIGN)		(NAME-PLEASE	SIGN

(NAME & TITLE-PLEASE PRINT)	(NAME & TITLE-PLEASE PRINT)
(DATE)	(DATE)

American Fisheries Society Unit Courses

*pending Continuing Education Committee Approval

Unit/Course Name	Audience	Dates/Location	Leader/Phone	Registration
Colorado- Wyoming Chapter: Management of Non-Game Fish & Amphibians	All Levels	4 March 1999 Terry Bison Ranch Cheyenne, WY	David J. Zafft (307) 745-5180 ext. 235	Registration Information & Application
Illinois Chapter: Introduction to Geographic Information Systems	Basic	22-23 February 1999 Starved Rock State Park Utica, IL	<u>Steven R. Chipps</u> 618/245-6348	15 Feb Registration Information & Application
Oregon Chapter: Practical Approaches to Restoring Watersheds	Beginning to Intermediate	8-10 February 1999 Sun River Resort Sun River, OR	Dan Shively 360/891-5108	FULL

AFS Educational Seminars/Workshops

Unit/Course Name	Audience	Dates/Location	Contact Information	Registration
1999 Fish Health Section Annual Meeting & Western Fish Disease Workshop: Judicious Use of Antimicrobial Compouunds in Aquaculture	Intermediate	8 June 1999 College of Southern Idaho, Twin Falls, Idaho	Joy Evered Olympia Fish Health Center 3704 Griffin Lane SE, Suite 101 Olympia, WA 98501 (360) 753-9046 (360) 753-9403 FAX	Registration Information & Application

Western Division*: Fisheries Genetics Workshop	Fisheries professionals	11 July 1999 Moscow, ID	Bill Mayros (208) 634-5290 (208) 634-4097 FAX	Please see course contact information.
Wisconsin Chapter: Identification of Wisconsin Fishes	N/A	13 - 14 July 1999 UW-Stevens Point CNR Bldg Ichthyology Complex Stevens Point, WI	John Nelson (920) 892-8756	Registration Information & Application
Illinois Chapter: Fish Population Assessment	N/A	25 - 27 August 1999 Allerton Park, 4-H Camp Near Monticello	Gary Lutterbie (217) 784-8116 FAX	Registration information & Application
Michigan Chapter: Statistics Refresher	Intermediate	Summer or Fall 1999	<u>Dr. Daniel Hayes</u> (517) 432-3781 (517) 432-1699 FAX	Cost: \$110
Michigan Chapter: Aquatic Insect Sampling. Identification, and Use in Monitoring Water Quality	Intermediate	Fall 1999 or 2000	<u>Dr. Daniel Haves</u> (517) 432-3781 (517) 432-1699 FAX	Cost: \$250 plus \$105 for food & lodging
Michigan Chapter: Non-game Fish Identification	Intermediate	Fall 1999 or 2000	<u>Dr. Daniel Hayes</u> (517) 432-3781 (517) 432-1699 FAX	Cost: \$110
Minnesota Chapter: Disseminating Information to the Public	All levels	Fall 1999 or Spring 2000	<u>Laurie Sovell</u> (507) 389-1925 (507) 389-5422 FAX	Cost: Not yet available
Michigan Chapter: Larval Fish Identification	Intermediate to Advanced	Spring 2000	<u>Dr. Daniel Hayes</u> (517) 432-3781 (517) 432-1699 FAX	Cost: Not yet available

American Fisheries Society:

1999 Annual Meeting Workshops

Unit/Course Name	Audience	Dates/Location	Contact Information	Registration
USGS-NBII Metadata Workshop	N/A	29 Aug 1999 8am - 5pm Charlotte, NC	Sharon Shinn (303) 202-4230 (303) 202-4219 FAX	Laura Hutchcroft (301) 897-8616 ext 201 (301) 897-8096 Registration Form Online Registration Form pdf format

American Fisheries Society:

2000 Annual Meeting Workshops

Unit/Course Name	Audience	Dates/Location	Contact Information	Registration
Crappie Biology & Management	Fisheries Professional s		<u>Jeff Boxrucker</u> (405) 325-7288	Not Yet Available

Us Fish & Wildlife-NcTC

Course Name	Audience	Dates/Location	Contact Information	Closing Date
National Conservation Training Center Home Page	Fisheries professional s	Varied	Registrar 304/876-7200 304/876-7202 (fax) General Information 304/876-1600	Aquatic - Fisheries Class Listings Application-Printable Application-On line
National Conservation Training Center Home Page for Distance Learning		11 Mar 1999 1 - 3 pm EST	Richard Georgen 304/876-7474	Fish & Wildlife Extension Seminar FFI: <u>Duncan McDonald</u> Application-On line

USGS Biological Resources Division Courses

Habitat Evaluation Procedures (HEP)
USGS and Virginia Tech

Course #	Course Name and Sponsor	Dates/Location	Course Contact & Phone	Closing Date & Tuition
HEP 300	Using HEP and HSI Software	21-22 Jun 1999 Fort Collins, CO	Richard Stiehl 970/226-9421	None yet/\$300 Application Form
1EP 400	Introduction to HEP	TBA-Call Contact	Richard Stieht 970/226-9421	Arranged/N/A
1EP 500	Habitat Evaluation Procedures (HEP)	8-12 Mar 1999 San Antonio, TX	Richard Stiehl 970/226-9421	None yet/\$695 Application Form
IEP 500	Habitat Evaluation Procedures (HEP)	12-16 Jul 1999 Blacksburg, VA	<u>Richard Stiehl</u> 970/226-9421	None yet/\$695 Application Form
<u>IEP 500</u>	Habitat Evaluation Procedures (HEP)	26-30 Jul 1999 Shepherdstown, WV	Richard Stiehl 970/226-9421	None yet/\$695 Application Form
HEP 500	Habitat Evaluation Procedures (HEP)	27 Sep-1 Oct 1999 Fort Collins, CO	Richard Stiehl 970/226-9421	None yet/\$695 Application Form

Instream Flow Incremental Methodology USGS

Course #	Course Name and Sponsor	Dates/Location	Course Contact & Phone	Closing Date & Tuition
	Instream Flow Incremental Methodology Overview	Video and Primer Fort Collins, CO		None /\$100 Application Form
	Theory and Concepts of Instream Flow Incremental Methodology	Correspondence Course		None /\$150 Application Form
	IFIM Stream Habitat Sampling Techniques	16-20 Aug 1999 Pingree Park, CO		None yet/\$650 Application Form
		11-15 Jan 1999 Fort Collins, CO	Cynthia <u>Harris</u> (303) 236-4932 x 222	None yet/\$650 Application Form

Managing Environmental Conflict USGS

Course #	Course Name and Sponsor	Dates/Location	Course Contact & Phone	Closing Date & Tuition
	Natural Resource Negotiation and Decision Making	OPEN		None /\$400 Application Form
EC 420	Advanced Training in Natural Resource Negotiation			None /\$300 Application Form

Wildland Hydrology Courses 1999

Course Name	Dates/Location	Registration	Prerequisite/Tultio n	Depo sit
Applied Fluvial Geomorphology	14 - 18 June 2 - 6 August 13 - 17 September Pagosa Springs, CO	Registrar 1481 Stevens Lake Rd Pagosa Springs, CO 81147 970/731-6100 or 6101 970/731-6105 FAX Application	None/\$1250	\$450
River Morphology and Applications	19 - 23 July 16 - 20 August 20 - 24 September Pagosa Springs, CO	Registrar 1481 Stevens Lake Rd Pagosa Springs, CO 81147 970/731-6100 or 6101 970/731-6105 FAX Application	Applied Fluvial Geomorphology/\$ 1250	\$450
River Assessement and Monitoring	23 - 27 August 27 Sept - 1 Oct Pagosa Springs, CO	Registrar 1481 Stevens Lake Rd Pagosa Springs, CO 81147 970/731-6100 or 6101 970/731-6105 FAX Application	Applied Fluvial Geomorphology, River Morphology and Applications/\$125	\$450
River Restoration and Natural Channel Design	27 Apr - 6 May 5 - 14 Oct Pagosa Springs, CO	Registrar 1481 Stevens Lake Rd Pagosa Springs, CO 81147 970/731-6100 or 6101 970/731-6105 FAX Application	Applied Fluvial Geomorphology, River Morphology and Applications/\$240	
Fluvial Geomorphology for Engineers	19 - 28 Oct Pagosa Springs, CO	Registrar 1481 Stevens Lake Rd Pagosa Springs, CO 81147 970/731-6100 or 6101 970/731-6105 FAX Application	None/\$2400	\$700

Approved Courses at Universities (T) = Tentative

Course Name	Audience	Dates/Location	Contact Information	Closing Date
All Courses: Graduate Courses Non Credit Continuing Education Courses Distance Leaming courses	Baccalaureate degree and professional experience	Virginia Tech/UVA Northern Virginia Center Falls Church, VA	Gerald Cross 703/538-8324 or Nell Sampson (703) 924-0773	Listing of Educational Programs Northern Virginia Center (703) 538-8324
Decision Theory & Bayesian Analysis for Natural Resources Management	Students familiar with elementary calculus & statistical theory	University of Alaska-Fairbanks Fall 1999 Distance Delivery Course	<u>Dr. Milo Adkison</u> (907) 465-6251	See course catalog.
Fisheries courses	Fisheries professionals		<u>Dr. Robert D. Brown</u> 409/845-1261 409/845-3786 (fax)	View website
GIS for the Natural Resource Professionals	Fisheries professionals	MS State Univ. College of Forest Resources-Continuing Education Dept. 18 - 20 May 1999 (T) 11-13 Aug 1999(T) 3 - 5 Nov (T)	<u>Alan F. Brown</u> 601/325-0100 601/325-8726 (fax)	Course Calendar
GPS Certificate for the Natural Resource Manager	Fisheries professionals		Alan F. Brown 601/325-0100 601/325-8726 (fax)	Course Calendar
Presentation Skills for Conservation Officers	Fisheries professionals	College of Forest Resources-Continuing	Alan F. Brown 601/325-0100 601/325-8726 (fax)	Course Calendar
Public Policy & Private Land Conservation	Baccalaureate degree and professional experience	Center Falls Church, VA Every Thurs starting Sept 2, 1999	Gerald Cross 703/538-8324 or Nell Sampson (703) 924-0773	Course Schedule & Registration Northern Virginia Center (703) 538-8324

1999 Seminars and Other Courses of Interest

Course Name	Dates/Location	Contact Information	Registration Form/Cost
1999 Georgia Water Resources Conference	29 - 31 March Athens, GA	Kathryn J. Hatcher (706) 542-3709	Kathryn J. Hatcher (706) 542-3709
Going to the Source-Protecting Tennessee's Drinking Water	12 - 14 April Nashville, TN	Michael W. Bradley (615) 837-4703	Michael W. Bradley (615) 837-4703
History, Status and Future of the New England Off-Shore Fishery	16 - 17 April Connecticut College Evans Hall New London, CT		Registration Form \$40 for Conference \$30 for Reception/Dinner
Urban Riparian Buffer Conference	21 - 22 April Hartford, CT	<u>Jackie Pashnik</u> (615) 837-4703	Jackie Pashnik (615) 837-4703
3rd Bay of Fundy Science Workshop	22 - 24 April Mount Allison University Sackville, New Brunswick CANADA	fundy99@mta.org	Schedule of Events
Sharing Knowledge, Linking Sciences: Transitions in the St. Lawrence River	26 - 28 April St. Lawrence River of Environmental Sciences Cornwall, Ontario, Canada	<u>Christina Collard</u> (613) 936-6620	<u>Christina Collard</u> (613) 936-6620
The Ninth International Zebra Mussel and Aquatic Nuisance Species Conference	26 - 30 April Duluth Entertainment Convention Center Duluth, MN	Elizabeth Muckle- Jeffs 1-800-868-8776 (613) 732-3386 (FAX)	Registration Form
Connecting Our Commonwealth	2 - 4 May Roanoke, VA	<u>Angela Lacombe</u> (804) 798-0045	Angela Lacombe (804) 798-0045
Sustainable America: A National Town Meeting	2 - 5 May Detroit, MI	Sustainable America 1-888-333-6878	<u>Sustainable America</u> 1-888-333-6878
Third Annual American Wetlands Month Conference: Communities Working for Wetlands	6 - 8 May Andover, MA	<u>Terrene Institute</u> (703) 548-5473	<u>Terrene Institute</u> (703) 548-5473
15th International Symposium on Biotelemetry	9 - 14 May Juneau, AK	15th ISQB Organizing Committee PO Box 35205 Juneau, AK 99803 (907) 789-6033 (907) 789-6094 FAX e-mail: john.eiler@noaa.gov	
Sixth National Watershed Conference	16 - 19 May Austin, TX	John Peterson (703) 455-6888	John Peterson (703) 455-6888
Diseases of Warmwater Fish	17 - 28 May University of Florida Tropical Aquaculture Laboratory Ruskin, Florida	Registration Contact IFAS Office of Conferences 352/392-5930 352/392-9734 (FAX) 800/955-8771 (TDD)	Registration Form \$550 by April 1, 1999 \$650 after April 1, 1999

Planning Ahead: Flood Loss Reduction in the 21st Century	23 - 28 May Portland, OR	Jerry Louthain (360) 407-7281 or ASFPM	Jerry Louthain (360) 407-7281 or ASFPM
Keep America Growing: Balancing Working Lands and Development	6 - 9 June Fairfax, VT	delaney@together.net (802) 655-7216	delaney@together.net (802) 655-7216
Coastal Zone 1999	24 - 30 July San Diego, CA	(617) 287-5570	<u>Urban Harbors</u> <u>Institute</u> (617) 287-5570 (617) 287-5575
Environmental Problem Solving with Geographic Information Systems (GIS): A National Conference	August or Sept 1999 Cincinatti, OH	Sue Schock (513) 569-7551	Sue Schock (513) 569-7551
Flatfish Ecology Symposium	18 - 23 October Morehead City, NC	Susan Marschalk (919) 515-2741	<u>Susan Marschalk</u> (919) 515-2741
Predicting Species Occurrences: Issues of Scale and Accuracy	18 - 22 October Snowbird, UT	Kathy Merk (208) 885-2750	Registration Form Registration Information
4th Annual Microcomputer Applications in Fish & Wildlife Conference	24 - 27 October Stateline, NV	Kathy Quindlen (804) 367-9717	Abstracts need to be submitted by April 30, 1999
International Conference on Sustainable Management of Coastal Ecosystems	3 - 5 November Fernando Pessoa University Oporto, Portugal	Pedro Duarte (011) 351-2-550-82-70 or (011) 351-2-550-67- 10 PHONES (011) 351-2-550-82-69 FAX	Registration Information and Form
Biology of Tautog & Cunner	30 - 1 December Mystic, CT	Anne Studholme (732) 872-3001	Anne Studholme (732) 872-3001
Effects of Dam Removal on Aquatic Ecosystems 61st Midwest Fish & Wildlife Conference	6 - 8 December Chicago, IL	Paul Kanehl (608) 221-6332	Paul Kanehl (608) 221-6332

USDA/U.S. Forest Service CE Courses

Program Leadership

Workshop	Audienc e	Dates/Location	Contact Information	Tuition
Program Management (PMB)	Eligibility	29 Mar - 2 Apr Utah State Univ	Shelly Witt (801) 755-3566	\$375 (does not include lodging and meals)
Program Management-Round II (PMII)	<u>Eligibility</u>	29 Mar - 2 Apr Utah State Univ	Shelly Witt (801) 755-3566	\$75 (does not include lodging and meals)
Natural Resource Policy Values and Economics (RPVE)	Eligibility	3 - 14 May Univ of Georgia	<u>Joanne Norris</u> (706) 542-0730	\$1800 (does not include lodging and meals)

Technical Leadership

Workshop	Audienc e	Dates/Location	Contact Information	Tuition	
Policy and Legal Aspects of Endangered Species Management (PLA)	Eligibility	P	Katie O'Hara 503-768-6784	\$1800 (does not include lodging and meals)	
Endangered Species Act for Line Officers (ESAL)	Eligibility		Katie O'Hara 503-768-6784	\$965 (does not include lodging and meals)	
Managing Forested Ecosystems (MFE)		13 - 24 Sept Clemson Univ	<u>Dr. Chuck Gresham</u> (843) 546-1013	\$2,500	

Terrestial Leadership

Workshop	Audience	Dates/Location	Contact Information	Tultion
GIS and Remote Sensing (GIS)			Varied	Varied

Aquatic Leadership

Workshop	Audienc	Dates/Location	Contact Information	Tuition
Fish Habitat Management for Non-Fisheries Biologists (FHMNFB)	Eligibility	3 - 13 May VPI & State Univ	Dr. Gerald H. Cross (540) 231-8844	\$2200
Advanced Concepts in Aquatic Ecosystem Analysis (ACAEA)	Eligibility	19 - 23 Apr Utah State Univ	Jeff Kershner (801) 797-2500	\$600 (does not include lodging and meals)
Basin Surveys and Applications (BSA)	Eligibility	30 Mar - 2 Apr Utah State Univ	<u>Gienn Chen</u> (801) 797-1090	\$400 (does not include lodging and meals)
Aquatic Monitoring (AM)	Eligibility	27 Sept - 1 Oct Utah State Univ	<u>Glenn Chen</u> (801) 797-1090	\$750 (does not include lodging and meals)

Workshops On Demand

If you are interested in having workshops in the following topic areas, please contact Glenn Chen for further information.

Stream systems: Aquatic Inventories. Customized to your needs.

Herpetology: Identification & management.

Ecology & Management of Lakes and Reservoirs: hands-on intensive; how chemical, physical, and biological processes operate. Customized to your needs.

SECTIONS

Professional talent pools grouped by fisheries science interests

BIOENGINEERING SECTION: The Bioengineering Section develops and maintains an association of persons interested and involved in promoting an understanding of the interrelationship between fisheries scientists and engineers. It encourages the exchange of bioengineering information, criteria, and techniques among fisheries scientists, fish culturists, and engineers. The Section sponsors symposia and publishes a newsletter.

CANADIAN AQUATIC RESOURCES SECTION: The Canadian Aquatic Resources Section promotes the conservation, development, and wise management of aquatic resources in Canada, within the context of sound ecological principles and sustainability. It gathers and disseminates information pertaining to Canadian fisheries and aquatic resources, and promotes the educational and technical aspects of the fisheries profession in Canada.

COMPUTER USER SECTION: Through the Computer User Section fisheries scientists interested in the use of computers to support fisheries management, research, education, and administration are provided an opportunity for exchange of data, techniques and public domain software. The Section publishes a newsletter and has an extensive library of fisheries software for IBM and Apple/MacIntosh computers. A Section-operated Electronic Bulletin Board is available for the exchange of electronic mail and messages.

EARLY LIFE HISTORY SECTION: The Early Life History Section is devoted to interests in the early life history (fish eggs, larvae, juveniles) of freshwater, estuarine, and marine fishes. It encourages and facilitates exchange of knowledge through a highly regarded newsletter, a detailed membership directory, annual Larval Fish Conferences and their published proceedings, related sessions at annual AFS meetings, and special symposia and workshops.

EDUCATION SECTION: The Education Section strives to improve the quality of fisheries education for fisheries scientists, exchanges information, techniques, and materials for progressive teaching, develops programs in continuing education, establishes curriculum guidelines for fisheries programs at colleges and universities, promotes public education and awareness, and assists AFS on matters requiring educational expertise. Other Section activities include administration of the Award of Excellence in Fisheries Education, travel awards for students to attend the annual meeting, and the production of fisheries textbooks.

EQUAL OPPORTUNITIES SECTION: The Equal Opportunities Section works to encourage the exchange of information pertinent to the promotion of employment, education, scholarship, participation, professionalism, and recruitment for all individuals in the fisheries profession. The Section administers the J. Frances Allen Scholarship program and publishes a newsletter.

ESTUARIES SECTION: The Estuaries Section provides a Society-wide forum for discussing and resolving the major multidisciplinary, multiorganizational issues concerning United States and Canadian estuaries. It will assume a leadership/liaison function with other professional societies involved with estuarine issues and will provide a forum at national meetings for discussion and presentation of major estuarine issues to the membership through seminars and sessions at annual meetings.

FISH CULTURE SECTION: An interest in fish culture is the common bond that unites the diverse Section membership. Specific objectives of the Section are to develop criteria aimed at establishing levels of expertise among fish culturists; to maintain a Registry of fish culturists, who are Section members; to continuously upgrade the science of fish culture by organizing national workshops in areas important to fish culture; and to publish a newsletter containing news items and information on meetings and job opportunities.

FISH HEALTH SECTION: Communication among fish health specialists is a major function of the Fish Health Section. Publication of a quarterly newsletter, the Section-established <u>Journal of Aquatic Animal Health</u>, and the "Fish Health Blue Book," combined with annual meetings facilitate better communication between professionals concerned with diseases of fish. The FHS offers a comprehensive certification program for fish pathologists and fish health inspectors.

FISHERIES ADMINISTRATORS SECTION: The Fisheries Administrators Section members are largely administrators from federal, state, and provincial fishery resource management agencies, the people who are responsible for North America's fishery resources. Official objectives of the Section are to improve the techniques, effectiveness, and efficiency of the administrative functions of fisheries resource management. Unofficially, the Section provides administrators an opportunity to exchange ideas and hopefully solve mutual problems. The intent is to dispense with rigid formality, to communicate rather than just talk, and to learn more about the business of being an administrator.

FISHERIES HISTORY SECTION: The Fisheries History Section is an association of members who wish to encourage the preservation and collection of fisheries history and to stimulate the interpretation and dissemination of fisheries history for the promotion of fisheries and its heritage. The Section publishes a newsletter which features historical photographs and articles.

FISHERIES LAW SECTION: The Fisheries Law Section encourages the exchange of information pertinent to fisheries law among members of the Section and the Society. It educates fisheries professionals on matters of law, policy, and regulation, and provides a legislative analysis of bills that may have an impact on fisheries. It organizes and conducts workshops and symposia dealing with issues in fisheries law.

FISHERIES MANAGEMENT SECTION: Fisheries Management Section members work to develop new management concepts and techniques as well as programs in education and communication to solve fisheries management problems. The Section promotes exchange of fisheries management information and research by sponsoring workshops, symposia, meetings, and special sessions, on such topics as the role of fish culture and fisheries management, urban fishing, trout stream habitat improvement, fisheries computer applications, and fish marking techniques. The Section is also involved in continuing education short courses.

GENETICS SECTION: The Fish Genetics Section's overall goal is to promote the conservation of the genetic resources of natural fish populations. It brings together research biologists, resource managers, and agency administrators who are interested in genetic issues and who wish to work together to provide solutions for the fishery management community. The Fish Genetics Section organizes and sponsors symposia and workshops at regional and national levels and publishes a newsletter to communicate new technique developments, progress reports from various research groups, and news items concerning recent occurrences and upcoming events.

INTERNATIONAL FISHERIES SECTION: The International Fisheries Section supports and promotes worldwide fishery education, communication, and research efforts. It works to increase North American fishery scientists' awareness of the interests, needs, and contributions of their colleagues worldwide, and assists in the international exchange of information and technical advice among fishery workers of all nations. The Section participated in the World Fisheries Congress; publishes an International Directory of fisheries-related organizations and individuals, sponsors symposia at the annual AFS meetings and publishes a quarterly newsletter.

INTRODUCED FISH SECTION: The Introduced Fish Section brings together members interested and involved in the use and management of introduced aquatic organisms, i.e., any aquatic organism moved from one place to another as a result of man's activities. It coordinates and develops programs to advance the knowledge and concerns related to introduced species and to provide a forum for identifying and bringing attention to bear on the beneficial as well as the potentially harmful effects of introduced species. The Section encourages objective communication among scientists, administrators, managers, educators, aquaculturists, and others interested in the species.

MARINE FISHERIES SECTION: The Marine Fisheries Section provides a focus for marine biologists and marine issues in the American Fisheries Society. To ensure that marine issues and techniques are adequately aired, the Section regularly sponsors one or more symposia at the annual AFS meeting. The MFS is especially interested in maintaining a prominent image for marine issues while preserving dialogue with those that are predominantly freshwater scientists. The Section works to ensure that marine and freshwater scientists recognize their common interests so that salinity, a relatively unimportant factor, does not create an unnecessary and weakening schism.

NATIVES PEOPLES' FISHERIES SECTION: The Natives Peoples' Fisheries Section evaluates the management of fisheries resources by native peoples with case-history studies and by other means, recommends policy positions on native peoples' fisheries to the Governing Board, and informs Society members about issues related to native peoples' fisheries by means of meetings, and publications.

PHYSIOLOGY SECTION: The Physiology Section promotes excellence in the science of fish physiology through improved communication between researchers and other professionals who want current information on physiological processes, tools, and techniques. The Section publishes a newsletter, and will conduct symposia, and workshops to disseminate the results of basic and applied research on fish physiology to the scientific and professional community, resource users, and the general public.

SOCIOECONOMICS SECTION: The Socioeconomics Section meets the needs of AFS members for information and advice on social and economic aspects of fisheries. The Section provides a professional forum for identifying and bringing attention to economic and social science education in fisheries, to encourage communication among fisheries scientists, administrators, and others interested in economics and the social sciences, and to encourage publication of papers dealing with economics and social sciences as applied to fisheries. The Section organizes symposia for national and Divisional AFS meetings and encourages publication of social science research in fisheries in AFS journals.

WATER QUALITY SECTION: Water Quality Section members are concerned with protection of aquatic habitat and the advancement of water pollution control. The Section encourages the development of improved professional and technical standards in the investigation, abatement and regulation of water pollution problems. It conducts workshops and symposia and produces a timely and lively newsletter.

COMMITTEES

STANDING

ARRANGEMENTS COMMITTEE:

Makes arrangements for the Annual Meeting, operates registration (including collection of fees), generates publicity for the Annual Meeting.

AWARD OF EXCELLENCE COMMITTEE:

Selects the recipient of the AFS Award of Excellence, the Society's highest award for scientific achievement. The award consists of a bronze medal, a certificate mounted in a walnut plaque, and travel and related expenses, if needed, (no greater than \$1,000) to attend the Annual meeting for presentation of the award.

BOARD OF APPEALS COMMITTEE:

Reviews negative certification decisions at request of applicant; reaffirms or reverses decisions.

BOARD OF PROFESSIONAL CERTIFICATION COMMITTEE:

Certifies individuals as Certified Fisheries Scientists or Associate Fisheries Scientists under guidelines established by the Society; counsels those seeking certification on how to prepare for it.

BUDGET AND FINANCE COMMITTEE:

Reviews the Executive Director's proposed budget and makes recommendations for Executive Committee approval. Committee also reviews, develops and recommends financial and investment policies for Executive Committee consideration and approval.

CONTINUING EDUCATION COMMITTEE:

Assesses the continuing educational and training needs of the fisheries profession and works in close coordination with the Society's Chapters, Sections and Divisions to develop a comprehensive continuing education program.

MAIL BALLOT TALLY COMMITTEE:

Receives and counts mail ballots for election of Society officers and for other elections, as needed.

MEMBERSHIP COMMITTEE:

Maintains and increases AFS membership by actively identifying and contacting potential members.

MEMBERSHIP CONCERNS COMMITTEE:

Identifies members' concerns about Society structure, functions, and activities. Recommends programs addressing these concerns and professional needs and problems of members.

NAMES OF AQUATIC INVERTEBRATES COMMITTEE:

Reviews matters pertaining to the common and scientific names of aquatic invertebrates; prepares checklists of names to achieve uniformity and avoid confusion in nomenclature thereby serving as standards for the profession.

NAMES OF FISHES COMMITTEE:

Reviews matters pertaining to the common and scientific names of fishes; prepares checklists of names to achieve uniformity and avoid confusion in nomenclature, thereby serving as standards for the profession. This is a joint committee with the American Society of Ichthyologists and Herpetologists (ASIH). Committee members are jointly appointed by AFS and ASIH.

NOMINATING COMMITTEE:

Prepares a slate of candidates for the Society offices of Second Vice-President, First Vice-President, and President-Elect.

PROGRAM COMMITTEE:

Plans, develops and administers the technical program for the Annual Meeting of the Society

PUBLICATIONS OVERVIEW COMMITTEE:

Provides overall publication and editorial review for the Society to ensure coherent planning and development of Society and subunit publication programs.

RESOLUTIONS COMMITTEE:

The Committee drafts resolutions, screens and edits resolutions submitted to it by officers, members, or subunits, and presents its slate of resolutions for vote at the Society's Annual Meeting. The two types of resolutions include internal resolutions, which relate entirely to AFS matters, and external resolutions, which relate to broad national or international issues outside of AFS.

RESOURCE POLICY COMMITTEE:

Committee helps the Society evaluate and develop resource policies by assessing concerns of the membership, by advising the President and Executive Director about aquatic resource issues, and by producing or coordinating draft resource policy statements for Society approval.

TIME AND PLACE COMMITTEE:

Generates competitive proposals for the site of the AFS meeting four years hence from which the Executive Committee shall choose one site.

COMMITTEES

SPECIAL

C. R. SULLIVAN CONSERVATION AWARD COMMITTEE:

The Committee is responsible for soliciting nominations and selection of an individual or an organization, professional or nonprofessional, for outstanding contributions to the conservation of fishery resources.

DEVELOPMENT COMMITTEE:

The Committee develops the financial resources of the Society which are critical to the conduct of its business of conserving our fishery resources.

DISPLAY AND ADVERTISING COMMITTEE:

The Committee identifies a poster artist, selects a poster and makes arrangements for its distribution at the Annual Meeting.

DISTINGUISHED SERVICE AWARD COMMITTEE:

The Committee solicits nominations of AFS members for recognition of his/her outstanding contributions of time and energy for special projects or activities. The final list of candidates is distributed to the EXCOM at its midterm meeting.

ENDANGERED SPECIES COMMITTEE:

To provide leadership for the Society on issues affecting endangered species and their ecosystems. To provide technical assistance to all levels of the Society on issues concerning endangered species.

ETHICS AND PROFESSIONAL CONDUCT COMMITTEE:

To educate members about the Standards of Professional Conduct and to periodically review and update these Standards. To review any cases regarding ethics forwarded by the Society president. To determine any procedures for evaluation of professional conduct, with special care to maintain a balanced and fair assessment. To maintain confidentiality with respect to all cases and is authorized to review the facts and findings of all prior ethics cases, where such cases may provide precedent or guidance to the Committee in reaching a decision.

INVESTMENT ADVISORY COMMITTEE:

To periodically review Society investments, and the economy in general, and to provide recommendations to the AFS Director of Administration and Finance, the Executive Director and the President concerning current and potential investments of AFS funds, both short-term and long-term

MERITORIOUS SERVICE AWARD COMMITTEE:

The committee requests nominations and selects an individual AFS member for unswerving loyalty, dedication and meritorious service to the Society over a long period of time; and for exceptional commitment to the programs, ideals, objectives, and long-term goals of AFS.

OUTSTANDING CHAPTER AWARD COMMITTEE:

Solicits the designation of each Division's nominee for an outstanding chapter that exhibits outstanding professionalism, active resource protection and enhancement programs and commitment to the mission of the American Fisheries Society.

PAST PRESIDENT'S ADVISORY COUNCIL COMMITTEE:

Identify ways or develops an organizational structure for greater participation by retirees. Identifies candidates for Honorary Membership in the Society.

PROFESSIONALISM COMMITTEE:

Promote and evaluate the education, scientific, and technical aspects of the fisheries profession.

PROGRAM DEVELOPMENT COMMITTEE:

Develops and recommends to the EXCOM, a plan of work which is structured to accomplish AFS Strategic Plan objectives and to react to the emerging needs of the members.

PUBLIC VISIBILITY COMMITTEE:

Enhances the visibility of fisheries conservation issues, the fisheries profession, and the Society among the general public with particular effort toward the media. Establishes an expert network to respond to press inquiries by checking on FIN database for potential experts and puts on the web, most frequently asked questions and answers. Engages clipping service and use other data sources to assess effectiveness of current outreach programs to media. Continues to maintain an AFS presence with the Outdoor Writers Association of America.

PUBLICATIONS AWARDS COMMITTEE:

Evaluates papers published in the four journals by the Society and selects the single paper from each journal to receive the "Best Paper Award".

RAFFLE COMMITTEE:

Organizes and conducts a nationwide raffle with proceeds going to AFS. Maximizes exposure to AFS raffle under "new" scenario, i.e. uniform ticket prices, grand prize (boat, motor, trailer), additional prizes to be awarded.

STRATEGIC PLAN REVISION COMMITTEE:

Purpose of the Committee is to develop a vision for the future of the Society by reviewing and revising the 1994 AFS Strategic Plan. Develop milestones/timelines for the Society's achievements over the next 5 years.

TASK FORCE ON FISHERY CHEMICALS:

Develops Society policy, positions, and strategies to address the use of fishery chemicals in aquaculture and fish management.

USE OF FISHES IN RESEARCH COMMITTEE:

Update the 1988 'Guidelines for the Use of Fishes in Field Research', expand the guidelines to include laboratory research in which fishes are used, and provide guidance for dealing with problems that have been identified by fisheries scientists and Institutional Animal Care and Use Committees during the past 10 years, since the publication of the original guidelines

WEB ADVISORY BOARD:

Continually monitors the AFS Information Site to assess its attractiveness, information content, ease of use, appropriateness of linkages, and timeliness of information. If the Board deems that immediate changes are needed, these should be transmitted directly to the President. Provides a summary of your assessments to the Governing Board for the midyear and annual meetings, and more frequently to the President if appropriate. Reviews the 5-year Plan for the AFS Web Site and drafts a schedule to implement recommendations outlined in the plan.

SUBUNIT REBATES

MEMO

TO: All Division Presidents and Chapter Presidents

FROM: Betsy Fritz, Director of Administration and Finance

RE: Chapter and Division Rebates

DATE: December 11, 1998

Just a reminder that at the Society's Business Meeting in Hartford, the procedure for receiving the yearly financial allocation from the central office in support of local activity was changed. A DCS (Division and Chapter Support) account was established with funds coming from annual dues paid by general members (excluding student members, life members, retired members, and honorary members.) The portion allocated to this account will not exceed 13% of the annual dues paid by general members. The Governing Board may elect to allocate a smaller proportion of these annual dues if the board deems it financially prudent to do so. The 13% shall be divided such that Divisions will receive 10% and Chapters will receive 3%. The amount available to an individual Division or Chapter shall be based on the number of general members affiliated with that unit. A Division or Chapter can request all or part of its dues allocation from the DCS by submitting a request that the dues allocation will be used for the direct benefit of AFS members in their respective geographic areas. If a Division or Chapter elects not to request its dues allocation, those funds will be held for an additional year. A unit may request a two-year allocation if the previous year's allocation has not been requested. The maximum amount of funds to be kept in the DCS Account shall not exceed the total amount allocated for the previous two years. Funds in excess of this maximum will be moved to the Society's General Operating Account.

Please submit requests for allocations in writing to Betsy Fritz, Director of Administration and Finance. They can be faxed, 301-897-8096, or e-mailed, bfritz@fisheries.org, as well.

SHRUNIT	FINANCIAL	REPORT

FOR THE PERIOD	

Balance brought forward (Date)	\$
INCOME	
AFS dues allotment	\$
Savings account interest (date)	\$
Workshop	\$
Symposium sales	\$
Other (explain)	\$
TOTAL INCOME	\$
SUBTOTAL	\$
DISBURSEMENTS	
Newsletter	\$
Awards and certificates	\$
EXCOM Travel	\$
Workshop costs	\$
Symposium costs	\$
Continuing Education Workshop	\$
Bank service charges	\$
Mailing expenses	\$
Other (explain)	\$
TOTAL DISBURSEMENTS	\$
CURRENT BALANCE ON HAND	\$
Prepared by (secretary/treasurer signature):	• • • • • • • • • • • • • • • • • • • •
Approved by (subunit president):	
Date:	
cc: AFS Executive Committee	

**NOTE: FINANCIAL STATEMENTS ARE DUE AT AFS AT THE END OF YOUR OPERATING YEAR

FISHERIES MAGAZINE

EDITORIAL DEADLINES - 2000

January 2000

October 15, 1999

February

November 15, 1999

March

December 15, 1999

April

January 15, 2000

May

February 15, 2000

June

March 15, 2000

July

April 15, 2000

August

May 15, 2000

September

June 15, 2000

October

July 15, 2000

November

August 15, 2000

December

September 15, 2000

ISHERIES Readers

68% have graduate degrees almost one-third hold doctorales.

54% are employed by government agencies

20% are employed by universities.

Officiale self-employed of constitionis

Printer job responsibilités incluie

448 research abothory applies

4/96 filheres management

336 habitat management/inventory

214 into be call water from the many

28% education/leaching

Our Readers Are

vin 72 countries worldwide

Working in a broad range of organizations.

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administration aquacultire rengileerings

consulting and government policy making

Known by a variety of titles, including chieft

fisheries manager/bibliogist/professor/adminis

traior, researcher

Plan and prepare budgets

54% recommend purchases or investigate a

product or service.

FINTERIES Gives You More For Your Money Averages 1:6 readers per Converyou reach 6,000 sidditional prieshlat brivers for the same investigation

- Alifostilaifor *fisherlet residen fetorito* ministue several dines before finishling — voiacad keens on workling toryota
- 74% of Kisharias readers Keepinen copy on Tile for more than the year—youral is always within reach.
- One mil nage hvork and white ad in *Inchariely* costs also in to centa per subscriber—a less costly allemance to direct mail

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January	November 3, 1998	November 10, 1998
February	December 1, 1998	December 8, 1998
March	January 5, 1999	January 12, 1999
April	February 2, 1999	February 9, 1999
May	March 2, 1999	March 9, 1999
June	April 1, 1999	April 8, 1999
July	May 4, 1999	May 11, 1999
August	June 1, 1999	June 8, 1999
September	July 1,1999	July 8, 1999
October	August 3, 1999	August 10, 1999
November	September 1, 1999	September 8, 1999
December	October 1, 1999	October 8, 1999

Billing and Payment Terms

If an advertising contract is cancelled or modified, the advertiser will be billed for the difference, if any, between the frequency rate at which the advertiser was billed for the past insertions and the actual frequency rate used.

Any production charges incurred are noncommissionable.

The publisher reserves the right to demand prepayment in full from a new advertiser or agency for the first insertion. Prepayment also may be required from current or past advertisers or agencies that have a record of delinquent payment with either the publisher or magazine.

Checking copies will be sent to the advertiser or agency on request. Unless otherwise requested, a tearsheet will be sent with the invoice.

Shipping Instructions

Send all contracts, insertion orders, negatives, mechanicals, billing inquiries, and other correspondence regarding advertising to

Advertising Manager FISHERIES

5410 Grosvenor Lane, Suite 110 Bethesda, MD 20814-2199 (301)897-8616, ext. 214; FAX (301)897-8096

FISHERIES AMERICAN FISHERIES SOCIETY

RATE CARD 22 Effective January 1, 1999

The only publication aimed exclusively at the fisheries professional



AMERICAN FISHERIES SOCIETY

5410 Grosvenor Lane, Suite 110
Bethesda, MD 20819-2199
(301)897-8616 PHONE • (301)897-8096 FAX
www.fisheries.org
main@fisheries.org E-MAIL

Editorial St and

Fisheries features peer-reviewed technical articles on all aspects of aquatic resource-related subjects, as well as professional issues, fisheries-related philosophy, education, economics, administration, and law. Each issue contains features, essays, American Fisheries Society (AFS) news, current events, book reviews, editorials, letters, and job notices.

Circulation

Established in January 1976, Fisheries, is published monthly by AFS, the oldest and largest professional society representing fisheries scientists. A subscription to Fisheries is included with membership in the Society.

Circulation is approximately 9,700. Currently, *Fisheries* is unaudited.

Subscription rates are U.S. \$75.50; CAN \$83,50; Other \$87.50

Publishing Policies

All advertising copy is subject to approval by the publisher. The publisher reserves the right to reject or cancel an ad at any given time. Notice of any change in contract should be given 30 days prior to the closing date of the next scheduled issue. Neither the advertiser nor the agency may cancel an ad after the closing date. All cancellations shall be in writing.

Insertion instructions shall be supplied for every advertisement and shall state the name of the publication, name of advertiser, date to be inserted, size of advertisement, identification of advertisement, and any special instructions. Verbal agreements are not recognized. If new copy is not provided by the closing date, the preceding advertisement will be repeated. If artwork, film, or prints are to be returned, please notify. Otherwise, they are retained for one year.

Black-and-White Rates

Size	1x	3x	6x	9-12x
Full	\$1068	\$ 983	\$ 909	\$ 822
1/2	661	605	560	508
1/3	486	415	383	350
1/4	348	326	294	266
1/6	268	247	229	208
1/8	194	178	163	150

Premium and Guaranteed Space

Page rate plus 10% of black-and-white rate:

Color Rates

Standard AAAA Red, Green, Blue, Yellow: \$532 3-color matched: \$850 each 4-color process: \$1,450, For bleeds: add 10% of black-and-white rate.

For bleeds: add 10% of black-and-white rate Color charges are commissionable.

Rate Policy

Rates are based on per-issue charge and the number of insertions placed in a 12-month period. Rates are subject to change with 30 days prior notice; however, all advertisers are protected from price increases for the duration of their existing contracts.

Discounts

- 15% to recognized advertising agencies accepting billing
- · 2% cash discount for invoices paid within 10 days

Ad Sizes (pioss)

Size	Vertica		Horiz	ontal "
Rill	42x6 x			aside:
1/2	21p6 x		4266	x 2806
1/3	1306 x	58 p	42,6	k 2lp
1/4	21p6 x			
1/6	.1306 x	101.	2166	
1/8	133	小孩	1 2 3	1 m

Mechanical Requirements

Trim size: 8.25" W x 10.875" H

Bleed size: 8.5" W x 11.25" H or smaller sizes add 1/4"

Binding: Saddle-stitched

Electronic materials

- PC and MAC platforms using Pagemaker, QuarkXPress, Illustrator, Freehand, or Photoshop desktoppublishing programs
- Four-color files must be saved CMYK, not RGB
- Artwork supplied within an ad must follow these specs:
 - Line art format: EPS vector, EPS bitmap, TIFF. Resolution—1,000dpi.
 - Halftone format: EPS, TIFF. Resolution—2x the lines per inch. Fisheries prints at 133 lpi; therefore, the dpi should be 266.
 - Color format: CMYK, EPS, DCS, CMYK TIFF. Resolution:same as halftone.
- All fonts, both screen and printer, must be supplied with file.
- Please send a camera-ready copy of your ad with the digital copy.

Mechanical materials

- Black-and-white ads—provide negative (rightreadings, emulsion side down) or camera-ready mechanical (film positives, reproduction proofs, or velox prints)
- 2-color ads—provide negatives or overlays
- 4-color ads—provide separation negatives and progressive proofs. If progressive proofs are not available, the printer will provide them at additional cost.
- Halftones—133-line screen is preferred.

Extra charges for composition and alterations will be billed to the advertiser. For multiple insertions, ads may be different for each issue without additional cost if they satisfy the mechanical requirements.

JOBS BULLETIN

Employment Opportunities in Fisheries Science

Job announcements must be submitted with sufficient lead time. The Jobs Bulletin submission deadline for each issue is the 5th of each month prior to the month that you wish to have the job listed. The application for the job being submitted should be no earlier than the 20th of the following month. For example, any job to be placed in the June issue should reach AFS by May 5, and have an application date of June 20 or later. AFS realizes that this may be a long time to wait for a job to be filled; however, the jobs bulletin scheduling is unavoidable. Because space is limited, AFS reserves the right to edit all announcements.

To submit employment opportunities for the *Jobs Bulletin*, contact Yaqui Machado, American Fisheries Society, 5410 Grosvenor Lane, Suite 110, Bethesda, MD 20814, or by phone-(301) 897-8616 ext 200 or by fax-(301) 897-8096. You may also e-mail your request to jmachado@fisheries.org. Please be sure to e-mail a description of the position in a 150 words or less, using the following headings:

position title	agency/location	responsibilities
qualifications	closing date	contact

If no closing date is listed, job will be posted for 1 month only.

FISHERIES

Guide for Authors

We encourage submission of topical manuscripts that address contemporary issues and problems. Articles on fisheries management; aquatic resources; economics; human dimensions; educational/administrative concepts, controversies, techniques, philosophies, and developments; and other general-interest, fisheries-oriented subjects will be considered. Policy and issue papers are welcome. Papers are judged on scientific and professional merit, relevance, timeliness, and interest to fisheries professionals.

What to Submit

- Assemble manuscript in this order: title page, abstract page, text, references, tables, figure captions.
- Submit an original, typed manuscript and five clean copies. An additional copy should be kept by the author. Authors are strongly encouraged to submit electronic text (in addition to paper copy) as a word processing file in either ASCII or Word Perfect™ 5.0 (or higher versions) on a PC-formatted, high-density disk. When preparing the disk, do not use formatting codes for pages, margins, and type fonts. Note on the disk the file name and type of word processing software you used. We cannot use Macintosh®-formatted files.
- Photographs, slides, and camera-ready figures and graphs should be submitted with the original manuscript. See instructions below for submitting electronic graphics.
- A transmittal letter should include (1) a statement that no substantial part of the
 manuscript has been published or submitted for publication elsewhere; (2) a list of
 colleagues who have seen the manuscript in draft; (3) telephone numbers, titles, and email addresses for all authors; (4) acceptance of page charges or request for subsidy;
 and (5) suggested reviewers.

General Instructions

- Consult current issues for additional guidance on format.
- · Type manuscripts double-spaced, including tables, references, and figure captions.
- Leave at least a 1-in margin on all sides. Indent all paragraphs. Number pages sequentially.
- Use dictionary preference for hyphenation. Do not hyphenate a word at the end of a line.
 Use Chicago Manual of Style to answer grammar or usage questions.
- The first mention of a common name should be followed by the scientific name. Our standard is A List of Common and Scientific Names of Fishes from the United States and Canada, 5th edition.
- Cite each figure and table in the text. Organize text so each is cited in numerical order.
- Use metric units of measure. English equivalents may be given in parentheses.
- Define abbreviations the first time they are used in the text.
- Spell out one-digit numbers unless they are units of measure or begin a sentence (e.g., four fishes, 3 mm, 35 sites). Use 1,000 instead of 1000; 0.13 instead of .13; % instead of percent.
- Use the name-and-year system for references in the text as follows:
- 1. One author: Jones (1995) or (Jones 1995);
- 2. Two authors: Jones and Jackson (1995) or (Jones and Jackson 1995);
- 3. Several authors: Jones et al. (1995) or (Jones et al. 1995). But include author names in

references.

- 4. Manuscripts accepted for publication but not yet published: Jones and Smith (in press) or (Jones and Smith, in press).
- 5. Personal communications: (J. Jones, Institute for Aquatics, personal communications).
- Within parentheses, use a semicolon to separate different types of citations (Figure 4; Table 2), (Jones and Smith 1989; Felix and Anderson 1998). Arrange lists of citations chronologically (oldest first) in a text sentence.
- Do not cite more than three references for a specific point.
- For quotations include page number (Jones 1996:301).
- Institutional authors may be cited as acronyms in the text but must be defined in the reference list.

Title Page

- Type the title near the middle of the page, centered, in caps and lowercase.
- Keep the title short, preferably less than seven words; it should accurately reflect the paper's content. Use common names.
- Below title, include author(s) name(s) and title(s). In multi-authored works, indicate which author is responsible for correspondence.

Abstract Page

- Type the abstract as one paragraph.
- · Do not cite references or use abbreviations in the abstract.
- Ensure that the abstract concisely states (200 words maximum) why you did the study, what you did, what you found, and what your results mean.

Text

- See "General Instructions."
- · Set all type at left. Boldface primary subheads and italicize secondary subheads.
- Insert tabs—not spaces—for paragraph indents.
- Italicize any words that should appear in italics.
- · Avoid footnotes by including the information in the text.

References

- Double-space between each reference entry but do not indent text. References will be formatted during production process.
- Alphabetize entries first by the surnames of senior authors and the first word or acronym
 of corporate authors; second, by the initials of the senior authors with the same
 surname; and third, by the surnames of junior authors. References by a single author
 precede multi-authored works by the same senior author, regardless of date.
- List multiple works by the same author(s) chronologically, beginning with earliest date of publication.
- Distinguish papers by the same author(s) in the same year by putting lowercase letters after the date (1995a, 1995b).
- Use a long dash when the author(s) is/are the same as in the immediately preceding citation.
- "In press" citations must have been accepted for publication, and the name of the journal
 or publisher must be included.
- Insert a period and space after each initial of an author's name.

- Abbreviate journal names according to Biosis.
- Verify all entries against original sources, especially journal titles, accents, diacritical marks, and spelling in languages other than English.

Tables

- Submit original, typed tables. In addition to paper copy, submit tables in an electronic separate file from manuscript document in Word Perfect™ 5.0 (or higher versions) on PC-formatted, high-density disk. We CANNOT accept files formatted in Microsoft™ Excel.
- Double-space EVERYTHING, including the table title and column headings.
- Use single horizontal lines to separate column heads and to indicate the end of the table—other horizontal lines are not needed. NEVER use vertical lines.
- · Use sentence-style captions for tables, not fragments.
- Capitalize only the first letter of the first word in each column and row entry (except initial caps for proper nouns).
- Tab between column items—DO NOT "space" between columns.
- Type "NA" (not applicable) where no entry applies in the table body. Do not add filler dashes.
- Label footnotes with lowercase, superscript letters, starting from the beginning of the alphabet (a, b, c).
- Redefine, in the table's caption or in a footnote, any acronyms that are used in the table but are mentioned only infrequently in the text.

Illustrations

Illustrations are either black-and-white photographs, drawings, or figures unless special arrangement (such as grants) is made for color. Consult the editor about color costs if interested. Prepare illustrations using professional standards, and consult issues of *Fisheries* for examples.

- Write a small number on the back of each illustration for cross-reference. Using the
 cross-reference numbers, type all captions on a separate sheet of paper. Identify all
 people who appear in photographs, and identify photographer or agency responsible for
 photo. Caption must be in sentence, not fragment, form. Photos are not considered
 figures.
- Electronic files for photographs or slides MAY be accepted in place of originals if submitted with good contrast and with a resolution of at least 266 dots per inch (dpi). We prefer black-and-white photographs and color slides. Electronic files for black-and-white figures and graphs MAY be accepted if submitted in PC platform using QuarkXPress™, Adobe™ Illustrator, or Adobe™ Photoshop desktop publishing programs with a resolution of 600 dpi or 1,200 dpi. Camera-ready copy also must be submitted for proofing purposes.

Page Proofs and Reprints

The corresponding author will receive page proofs of the laid-out article approximately six weeks prior to publication. Check carefully for typographical errors and possible problems with the placement or captions of illustrations. Extensive revision is not allowed at this stage. Indicate any changes and return page proofs within 48 hours to Production Editor Susan Monseur; AFS; 5410 Grosvenor Lane, Suite 110; Bethesda, MD 20814-2199; 301/897-8616, ext. 221; FAX 301/897-8097; smonseur@fisheries.org. Cost for reprints will be provided to the corresponding author with page proofs, and orders should be placed with the production editor no later than

two weeks prior to publication.

Conditions for Publication

Charges are US\$75 per published page and are billed to the author within two months of publication. AFS members may request full or partial subsidy of their papers if they lack institutional or grant funds to cover page charges. Technical reviews and acceptability of manuscripts are independent of the need for subsidy. All manuscripts will be reviewed by two or more outside experts in the subject of the manuscript and evaluated for publication by the science editors and editor. Authors may request anonymity during the review process and should structure their manuscripts accordingly. Papers are accepted for publication on the condition that they are submitted solely to *Fisheries* and that they will not be reprinted or translated without the publisher's permission. See "Dual Publication of Scientific Information," *Transactions* 110:573–574 (1981). The AFS requires an assignment of copyright from all authors. Articles written on government time or for the government cannot be copyrighted. Authors must obtain written permission to reprint any copyrighted material that has been published elsewhere, including tables and figures. Copies of the permission letter must be enclosed with the manuscript and credit given to the source.

Essays

For essay guidelines contact editor or visit the AFS World Wide Web site, http://www.fisheries.org/fishguide_2.html. We are currently clarifying essay and feature review criteria so please contact the editor with specific questions until the final versions are available.

Reports and News Items

Reports of AFS unit activities; short, general-interest items; news releases; announcements; and letters to the editor are invited and encouraged. Due to competition for space in these departments, clear, concise writing will enhance your chances for publication. Dated material (calls for papers, meeting announcements, etc.) should be submitted as early as possible. Deadlines for each issue are 1 November for January, 1 December for February, 31 December for March, 1 February for April, 1 March for May, 1 April for June, 1 May for July, 1 June for August, 1 July for September, 1 August for October, 1 September for November, 1 October for December.

Special Issues

See the AFS web site or contact the editor for guidelines regarding development of special issues of *Fisheries*.

Questions?

Contact Editor Kristin Merriman-Clarke; AFS; 5410 Grosvenor Lane, Suite 110; Bethesda, MD 20814-2199; 301/897-8616, ext. 220; kclarke@fisheries.org.

CHAPTER INFORMATION AND FORMATION GUIDELINES

Chapters are the smallest geographically based subunits of the American Fisheries Society. They are formed because of mutual interests in local problems, projects, and accomplishments involving fisheries professionals. Generally, Chapters provide for interaction among professionals within restricted areas, such as individual states or provinces, contiguous states or provinces, or areas united by common interest. As subunits of Divisions, Chapter boundaries may not cross Division lines. Chapters serve as lines of communication from the local level to the Division and the National level and can increase the membership and thus the strength of the Society.

The following procedures may be used as a guide in the formation of a Chapter:

Poll groups and individuals who might have an interest in a local AFS Chapter (both AFS
members and non members). Some suggested questions include:

Are you interested in the formation of a Chapter of the American Fisheries Society?

- ♦ How often, when, and where should meetings be held?
- What type of program should be incorporated with the meetings?
- ♦ Would you participate in the activities of the Chapter and, if so, be willing to serve as an officer or committee member?
- 2. If the poll indicates sufficient interest, then an organizational meeting should be held to determine objectives and to implement the following preliminary procedures:
 - ♦ Elect temporary officers (see enclosed sample bylaws)
 - Draw up a petition defining the purpose and geographic boundaries of the proposed Chapter, and obtain signatures of at least 25 Active AFS members (see enclosed sample petition). This petition should then be submitted to the Division President since it must be approved by the Division Officers before proceeding further.
 - Bylaws should be written using the enclosed sample bylaws as a guide.
 - After receiving approval of the petition from the Division President, the petition, slate of officers, and bylaws should be submitted to the Executive Director. The petition signatures will be verified for active membership and the bylaws sent to the AFS Constitutional Consultant for verification of conformity with the Society's Constitution, Bylaws, and Rules. Upon receiving the approval of the Constitutional Consultant and verification of the required number of signatures, the bylaws would then be submitted to the AFS Excom at its next meeting (semi-annual or annual). After Excom approval, the petition would be presented to the membership at the next Annual Business Meeting for approval. This membership approval is usually only a formality. The final step would be notification in writing by the Executive Director that the petition, bylaws, and slate of officers had been approved.

Suggested purposes and responsibilities of Chapters are as follows:

- 1. Facilitate communication among members regarding the conduct of the fisheries profession in the chapter's region.
- 2. Hold meetings, publish works, and perform other activities on a technical and semi-technical level that advance the status and performance of the fisheries profession in the chapter's region.

Suggested purposes and responsibilities of Chapters are as follows (continued):

- 3. Determine the views of members relative to professional topics affecting their performance by conducting surveys and considering resolutions.
- 4. Present the views of chapter members to the Division membership, the national membership, and to the general public and governmental agencies of the chapter's region.
- 5. Hold annual meetings at which all bylaw responsibilities are carried out.
- Serve as technical and professional advisors to governmental agencies within the chapter's region.
- 7. Promote the fisheries profession within the chapter's region through active and positive relations with journalists, governmental officials, special interest groups, other professional organizations, and the general public.
- Promote the wise use of aquatic resources by initiating and participating in special projects that increase public awareness, expand participation, improve habitat, and protect fragile resources.
- 9. Represent the policies and positions of the full American Fisheries Society in aquatic resource discussions and controversies within your geographic boundaries.

Some of the above information and other details pertinent to chapters are to be found in the AFS Constitution and Bylaws beginning on page xxi in the AFS Membership Directory and Handbook. Section 9, pertaining to Chapters, indicates cross references which should be noted by the Chapter officers once the Chapter is operational.

A final important admonition for Chapter officers is to state the importance of reporting all activities, meetings, changes in leadership, and other business to the Division President, as well as the Executive Director of the Society. This chain of communication is necessary to maintain Society unity.

SECTION INFORMATION AND FORMATION GUIDELINES

Sections are subunits defined by professional interests, and are intended to advance the Society's objectives within the various disciplines of fisheries science and practice. Sections are formed when a group of members decides that sufficient interest exists on a topic to sustain a viable long-term organization. Sections have no geographic boundaries.

The following procedures will guide the formation of a Section:

1. Poll groups and individuals who might have an interest in the proposed Section (both AFS members and non members). Some suggested questions include:

Are you interested in the formation of a (discipline/professional interest) Section of the American Fisheries Society?

- What type of program should be incorporated with the meeting?
- ♦ How much would you be willing to pay for annual dues?
- Would you participate in activities of the Section and, if so, be willing to serve as an officer or committee member?
- ♦ Do you believe there are sufficient issues pertaining to this discipline or area of professional interest to sustain a Section?
- 2. If the poll indicates sufficient interest, then an organizational meeting should be held to determine objectives and to implement the following preliminary procedures:
 - ♦ Elect temporary officials (see enclosed sample bylaws).
 - Draw up a petition defining the purpose of the proposed Section, and obtain signatures of at least 100 Active AFS members (see enclosed sample petition). Those signing the petition do not necessarily wish to be Section members, only to believe in the need for such a Section. However, at least 50 Section membership pledges must be obtained before a petition may be submitted for approval.
 - Bylaws should be written using the enclosed sample bylaws as a guide.
 - The petition, membership pledges, slate of officers, and bylaws should be submitted to the Executive Director. The petition signatures and the signers of the membership pledges will be verified for active membership and the bylaws sent to the AFS Constitutional Consultant for verification of conformity with the Society's Constitution, Bylaws, and Rules. Upon receiving the approval of the Constitutional Consultant and verification of the required number of signatures, the bylaws would then be submitted to the AFS Excom at its next meeting (semi-annual or annual). After Excom approval, the petition would be presented to the membership at the next Annual Business Meeting for approval. This membership approval is usually only a formality. The final step would be notification by the Executive Director that the petition, bylaws, and slate of officers had been approved.

Suggested purposes and responsibilities of Sections are as follows:

1. Facilitate communication among members regarding the new development involving the interest-area of the Section.

Suggested purposes and responsibilities of Sections are as follows (continued):

- 2. Hold meetings, publish works, and perform other activities on a technical and semi-technical level that involve the scope of the Section.
- 3. Determine the views of Section members relative to professional topics within the interest-area of the Section conducting surveys, considering resolutions and convening expert panels.
- 4. Present the views of Section members to the Society membership, the professional, the public and governmental decision-makers.
- 5. Hold annual meetings at which all bylaw responsibilities are carried out.
- 6. Serve as technical and professional advisors to AFS Officers and staff and to governmental agencies on topics pertaining to Section interest-areas.
- 7. Promote the fisheries profession within the scope of the Section through active and positive relations with the media, government officials, special interest groups, other professional organizations, and the general public.
- 8. Promote the wise use of aquatic resources by initiating and participating in special projects that increase public awareness, expand participation, improve habitat, and protect fragile resources.
- 9. Represent the policies and positions of the full American Fisheries Society in aquatic resource discussions and controversies that fall within the scope of the Section.

Procedure to Establish a Chapter's Student Subunit

Requirements

The prospective student subunit should have:

- Officers President, Vice President or President Elect and Secretary
- Advisor on campus (Current Society and Chapter member)

The President will be a voting member on the chapter's EXCOM.

A student subunit can be formed two ways. The student subunit can petition the chapter for formal establishment and recognition or the chapter can invite a university to establish a subunit. The student subunit will submit a formal petition letter and bylaws to the chapter for approval. The chapter will then vote for a formal bylaw amendment by its membership. If the amendment passes, it will be presented to the Society's EXCOM for approval.

Upon approval by the Society, AFS will provide the student subunit:

- * AFS Procedural Manual
- * AFS Constitution and Bylaws
- * Current Membership Directory

Check List for Approval of Student Subunits

Prepare bylaws and a slate of officers.
Prepare bylaws (sample is enclosed) and a slate of officers. A petition to create a Student Subunit must be signed by at least six Active Members and an AFS member faculty advisor at a University or College.
Contact the your local chapter to inform them of your interest in forming a student subunit. Contact your local AFS Chapter to discuss your interest in forming a Student Subunit during your initial planning
 stages.
Submit bylaws and slate of officers to Unit Services Coordinator. Submit bylaws and a slate of officers to Laura Hutchcroft at The American Fisheries Society. The Unit Services Coordinator will start a file for the student subunit and forward the documents to the constitutional consultant for review.
Constitutional consultant reviews and comments on bylaws. A letter will be issued from the constitutional consultant with comments on the bylaws.
Forward bylaws to the your local State Chapter. After approval from the constitutional consultant, bylaws are ready to be forwarded to the local state chapter. At this point the state chapter membership will vote on wether to modify their bylaws to reflect the existence of the student subunit. If the membership approves the bylaw change, the state chapter will pass their modified bylaw to the constitutional consultant for review.
Governing board approval of revised bylaws. The final step of the process is that the bylaws will be brought before the governing board for a final vote of approval.

PETITION

To the Governing Board of the American Fisheries Society

The following m local Chapter wi	<u> </u>	American Fisheries Society wish to establish a Division of the Society. This Chapter is	
to be open to all members of the Parent Society who			
	chapter shall be the	Chapter	
of the American	Fisheries Society. The purpose	of the Chapter is to	
		<u> </u>	
Date:			
<u>Name</u>	Address	Phone Number	

(Please provide a printed typed list of the names in the same order as the signatures to facilitate checking the names against our membership records.)

AMERICAN FISHERIES SOCIETY DIVISION **BYLAWS** of the **CHAPTER** Section 1. NAME AND OBJECTIVES (a) The name of this organization shall be the Chapter of the American Fisheries Society, hereinafter referred to as the Chapter. (b) The objectives of the Chapter shall be those of the American Fisheries Society as set forth in Article I of the Constitution, and especially, to encourage the exchange of regional fisheries and other technical information among members of the Society who belong to this Chapter. (c) All activities of this subunit shall conform to the Society's Constitution, Bylaws, Rules, and policies. Section 2. MEMBERSHIP The membership of the Chapter shall be composed of those Active Members of the American Fisheries Society who have an interest in the fisheries and related issues of importance to the State/Province of {The following sentence need only be inserted if an Affiliate Member category is defined.} In accordance with the Constitution of the Society, only AFS members may hold office, serve as committee chairs, or vote on Chapter business Section 3. MEETINGS The Chapter shall hold at least one meeting annually at a time and place designated by its Executive Committee. Section 4. OFFICERS (a) The officers of the Chapter shall consist of, at least, a President, a President-Elect, and a Secretary-Treasurer, although the latter position may be split between two people, if desired.

(b) Officers shall be elected at the annual meeting or by mail ballot received by members at least 30 days prior to the annual meeting; however, terms of newly elected officers shall coincide with those of the Parent Society officers. Officers shall serve for one year; however, the Secretary Treasurer may serve more than one term. If an office is vacated, the Executive Committee shall appoint a qualified replacement to fill the remainder of the term.

Section 5. DUTIES OF OFFICERS

(a) The President of the Chapter shall preside at all meetings, chair the Executive Committee, make appointments, and serve as a voting member of the Division's Executive Committee and a non-voting member of the Society's Executive Committee and perform other duties and

functions as authorized by the Chapter's Executive Committee.

- (b) The President-Elect shall chair the Program Committee and shall assume the duties of the President if the latter is unable to act.
- (c) The Secretary-Treasurer shall keep the official records of the Chapter, submit minutes of the Chapter meetings to the Society's Executive Director and the Division's Secretary-Treasurer within 30 days after each meeting, disburse funds as authorized by the Executive Committee or the membership, submit a record of receipts and disbursements at the annual Chapter meeting, and discharge other duties as requested by appropriate Society officers.

Section 6. EXECUTIVE COMMITTEE

The Executive Committee of the Chapter shall consist of elected officers, the immediate Past-President, and other members as may be appointed by the President. The Executive Committee is authorized to act on behalf of the Chapter between annual meetings.

Section 7. CHAPTER COMMITTEES

Committees and Chairpersons of committees, except as listed in Sections 5 and 6 of these Bylaws, shall be appointed and charged by the President. Except for Standing Committees, these Chapter committees shall cease to function upon the discharge of the duties for which they were appointed.

Section 8. VOTING AND QUORUM

- (a) All decisions at meetings are decided by a simple majority vote, except for bylaw revisions.
- (b) A quorum at any meeting for transaction of official business shall be one-third of the Chapter membership, except that members present may approve a lesser number for a given meeting, if circumstances dictate.
- (c) Unless otherwise specified in these Bylaws or the Constitution of the Society, meetings are conducted according to the latest edition of Robert's Rules of Order.

Section 9. DUES AND FEES

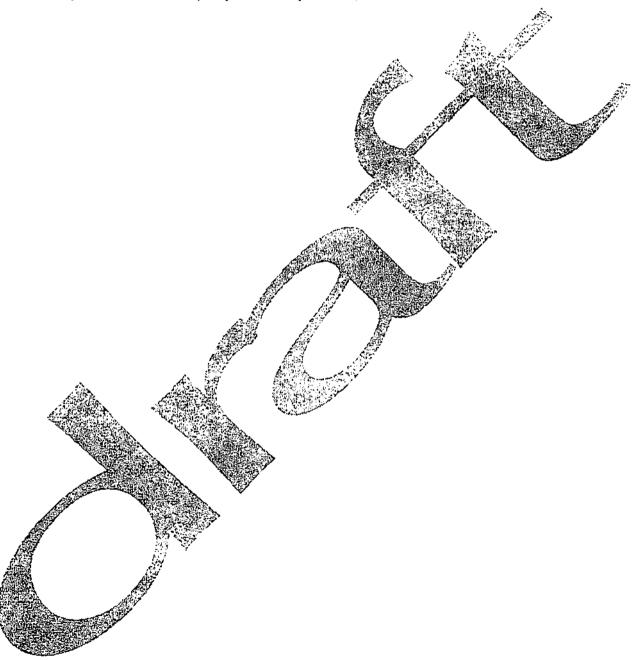
The Executive Committee shall establish annual dues subject to approval of the members voting at the annual meeting. The Executive Committee may assess registration fees for annual meetings.

Section 10. AMENDMENT OF BYLAWS

- (a) The Bylaws of the Chapter may be amended by a two-thirds majority approval of those members voting, provided that notice of the proposed change(s) be given to the membership at least 30 days prior to a meeting. If voting is by mail ballot, members must be given at least 30 days to return their ballots.
- (b) Following approval by Chapter membership, bylaw amendments must be submitted to the Executive Director at least 45 days before the next meeting of the Society's Executive Committee.

(c) Bylaw amendments shall not be implemented until they have been approved by the Society's Executive Committee.

(NOTE: The Chapter's Executive Committee is encouraged to work with the Society's Constitutional Consultant on any proposed amendments <u>before</u> a vote of the Chapter membership. This will usually expedite the process.)



USING THE MEDIA: A SUBUNIT GUIDE

Working with the media is not nearly as intimidating as people think. Reporters and broadcasters simply want to educate the public about current events and issues. These professionals cannot do that, however, without help from outside sources of information — namely, you!

What do American Fisheries Society (AFS) members and subunits do that could be considered "news?" Propose listing of a fish species as endangered or threatened, sponsor fishing derbies for children, comment on proposed legislation, give awards and scholarships, restore riparian areas -- these are just a few of the newsworthy activities that could attract positive media coverage. To AFS members, news coverage can transfer into many benefits:

- o free publicity for subunit events, programs, and meetings
- o new members
- o increased community support for conserving fisheries resources
- o visibility as a source of scientifically based fisheries information
- o better public understanding of AFS, its goals, and its involvement in professional and conservation issues.

Effective use of the media can even pressure public officials and other policy makers to take action on a problem.

HOW TO BEGIN

Make a complete list of all local newspapers and magazines (daily, weekly, and monthly). TV. and radio stations. The aim is to make "contacts" — editorial page writers, local news broadcasters, journalists who regularly cover the environment or community beats. Your local library will have two important reference books that make this job easy: the latest issues of Editor and Publisher Yearbook and Broadcasting Yearbook. Both list, by state, all the media outlets and their addresses, phone numbers, and even the beat reporters' names. Don't forget to add any publications distributed by state natural resources agencies and commissions. Look in the blue government section of the phone book for the numbers to call for this information. Also, list any wire service correspondents and free-lance outdoor writers who have written about or shown an interest in fisheries or AFS.

Appoint a Chapter member or officer to act as media liaison. This member is responsible for developing regular contact with journalists, perhaps inviting them to attend AFS meetings or events. Reporters are more likely to call people they know and trust for information, so mail them copies of your newsletters and offer yourself as a "source" for facts or comments on fisheries issues. Before you say anything, however, make sure the Chapter has clearly chosen its position. A unified front is the best front.

Know and respect deadlines. Every type of publication or broadcast has a series of deadlines. Be aware that most reporters would cut off a hand rather than miss a deadline. After all, a large portion of their job depends on their ability to relay information clearly, concisely, and quickly. Daily newspapers run certain sections on particular days, have different deadlines for news stories than for features, and operate by a variety of other influential factors. Generally, though, you can almost never be too early. Opinion pieces (those opinion articles written by an individual not on the publication staff) for Sunday often need to be in by Wednesday. Weekly newspapers want information several days, if not weeks, ahead of time. For calendar listings, two-week notice is often required. Monthly publications work two to four months in advance. Call the paper or station for its deadline schedule. Avoid calling journalists an hour before their deadlines unless you have something earth-shaking to add. For the best coverage, subunits are usually better off holding events mid-morning, rather than late afternoon or evening.

WHAT JOURNALISTS WANT

A local angle is essential unless a reporter is writing for a national publication or network. You as a local citizen and Chapter can be that angle, as can the issue or event you want covered.

<u>Timeliness</u> is another key consideration, so keep up with trends in environmental and community news coverage. If you see a story on water pollution, for instance, you may want to call the reporter about the possibility of a second article about the effects of water pollution on fisheries.

Good research and interesting quotes carry a lot of weight in the news process. Do your homework by finding the facts and "hook" necessary to snag a journalist's interest. Your Chapter is starting a riparian restoration project? Outline details such as why riparian zones are important, why your Chapter decided to take on the project, whom you hope to involve locally, which waterways you are working on, and what a riparian zone is. Avoid jargon in your statements.

Specific examples and possible solutions to a local problem add depth, color, and purpose to a story. Anecdotes are also helpful if they make a clear point. Taking the journalist to a healthy, fish-laden stream and then to a polluted one creates a foundation for comparison on which the reporter can build. Point out helpful details, such as how to recognize good and poor qualities in streams, and describe what local citizens can do.

<u>Trustworthy</u>, <u>knowledgeable source</u> are critical to journalists. Know your stuff but also offer the names of other people familiar with your issue and organization.

WRITING THE RIGHT PRESS RELEASE

If your Chapter is trying to publicize a meeting or event, often a <u>press release</u> is the best course of action. You don't have to be a best-selling author to write an effective press release, but you do have to know some tips that will allow your release to follow the standard format yet stand out from the 200+ other releases the average daily newspaper receives each day.

The goal is to communicate all the necessary information clearly and concisely. Reporters have very little time to browse through a lot of unimportant materials. Keep your message short and straightforward. Rarely should a release be longer than one page. If you want to include background information, attach a fact sheet, but the key information should remain on the front page of the release.

- o Type double-spaced, leaving wide margins. Use Subunit letterhead stationery if possible, although clean typing paper is fine. In the top left corner, write the date and underneath it "FOR RELEASE (DATE)" or "FOR IMMEDIATE RELEASE" in capital letters.
- o On the top right side of the page, write "CONTACTS:" and the names, titles, and day and evening phone numbers of two subunit contact people. If a reporter needs more information, he or she must be able to reach someone quickly, not just during hours convenient for you.
- o Skip a few lines down and write a brief, catchy headline that summarizes your release.

 Capitalize, center, and underline it. Include the Chapter name. Example: Idaho AFS Chapter
 To Give Fisheries Scholarship.
- Skip more lines and start the first and most important paragraph. Cover the basics: what is happening, who is doing it, when and where is it happening. If relevant include why the event is occurring, but if the explanation is anything longer than a few words, keep it for the following paragraphs. Be sure to include the weekday before the date of an event and a full street address, not just "Smith Park." Time of the event should always note a.m. or p.m.
- The second and following paragraphs will expand on the first, including information such as cost, registration, parking availability, and more event details. A quote from a subunit officer or project coordinator is always useful; keep it short and snappy. Use the person's full name and title when attributing a speaker's first quote, and just the last name when attributing any that follow. Keep all paragraphs short.
- o Skip a few lines and write a sentence or two identifying your subunit and its goals. Example: Founded in 1908, the Missouri Chapter of the American Fisheries Society works to promote professionalism of fisheries scientists and conservation of fisheries resources throughout the state and nation.
- Three days after mailing your release, call the journalist to ensure it was received and to answer any questions. Don't hesitate to invite the reporter to the event or subunit meeting.

PICTURE IT

Pictures really are worth 1,000 words, so don't forget to shoot plenty of them. You can always offer them to newspapers, and photos are a great way to document your subunit's activities throughout the year. Use 35mm, black-and-white film, and try to shoot people in action. No zombies with frozen smiles, please. People like to watch their neighbors doing something, so plan to catch them in the act of diving to do a squawfish census, teaching a youngster to fish, or doing other active projects.

Include no more than four people per picture (faces should be at least the size of a dime), and watch for dark shadows that could obliterate features. Develop the roll as quickly as possible, and identify each person by name and title on labels taped firmly to the back of the picture. Do NOT use pen directly on the back of your photos! If your event is of local importance or has strong visual possibilities, call local TV stations. Crews are often looking for good feature and news stories. Write "ATTENTION: PHOTO EDITOR" on the bottom of any related press releases, and note some photo possibilities — kids catching their first fishes, people planting trees along a stream to shade water, etc.

Surviving the Interview

Due to your excellent press release, several reporters say they will cover your event or meeting. Now what? Journalists should be greeted by the Chapter media liaison, introduced to key Chapter officers, then left to do their job. The liaison should wear a large nametag if the event is large and well-attended by the press.

Be prepared for an interview. Granted, relaxing can seem impossible when lights are shining in your face and a microphone is stuck under your nose, but these are minor discomforts compared to the tremendous benefits of good publicity.

Look directly in the eyes of the interviewer. This is very important as it keeps you from looking insecure. Print media interviews are much easier because the reporter has a simple pad of paper, pen, and possibly a tape recorder, so keep rephrasing the points you want to make and why they are important.

Speak slowly, clearly, and courteously. Never swear or make libelous accusations about people. Be truthful and honest. If you don't know something, don't make it up -- just say you're not sure but will find out and let the reporter know. Don't forget to mention your Chapter's name and organization! Spelling out the organization's name never hurt, either.

Ask a spouse or fellow AFSer to act like a reporter for a dry run. Although it sounds hokey, working out your answers to the most obvious questions (What are the goals of your organization? Why is this event important to the community?) in advance helps you prioritize points and feel more confident when you hear a question you've answered before.

The more you work with the press, the easier it becomes, so take that deep breath, pick up the phone, and start calling! Still unsure of yourself? Give AFS headquarters a call at 301/530-8502 or 301/897-8616 for more media tips. We're happy to help you get your subunit in the news!

(Chapter/Division/Section letterhead)

FOR IMMEDIATE RELEASE:

CONTACTS: (2 names, day & night phone #)

(date and year)

AMERICAN FISHERIES SOCIETY CHAPTER ELECTS NEW OFFICERS

John Smith, a fisheries biologist for the state Department of Natural Resources (DNR) in

Monterey, Calif., has been elected president of the California-Nevada Chapter of the American

Fisheries Society. Smith will serve for one year as head of the 120-member chapter.

Brenda Johnson, an aquatic educator in Los Angeles, is the new vice president, and Joseph

Brown, a fisheries manager for the Federal Energy Regulatory Commission in Monterey, is

secretary-treasurer.

The American Fisheries Society is an international nonprofit organization of fisheries

professionals. The California-Nevada Chapter aims to educate the public and policy makers about

fisheries issues and to improve the skills of fisheries professionals.

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(Chapter/Division/Subunit Letterhead with attached fact sheet)

FOR IMMEDIATE RELEASE:

CONTACTS: (2 names, day & night phone #)

(Date and year)

GREEN-SPOTTED TROUT ENDANGERED, SAYS AFS CHAPTER

The green-spotted trout, a fish found only in two southern Alabama streams, should be listed as

endangered, according to the Alabama Chapter of the American Fisheries Society. The chapter,

whose 45 members are fisheries professionals, is urging the listing because of the high risk that

drought and agricultural runoff are significantly degrading the species' critical spawning habitat.

"All other efforts to protect the green-spotted trout have proven unsuccessful," said Joe Shmoe,

chapter president. "Federal protection under the Endangered Species Act (ESA) is the only

remaining chance this species has to survive and hopefully recover."

Chapter members have been gathering evidence of the fish's status for more than a year and will

send in a formal listing request today. Under the ESA, the U.S. Fish and Wildlife Service has one

year in which to review data and decide whether listing is appropriate.

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The American Fisheries Society is an international nonprofit organization of fisheries professionals. The Alabama Chapter aims to educate the public and policy makers about fisheries

issues and to increase the skills of fisheries professionals.

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GREEN-SPOTTED TROUT INFORMATION SHEET

Information should include

- some natural history
 population information
 discussion of threats
- 4) location of the critical habitat
- 5) if citizens can do anything

OTHER POSSIBLE STANDARD RELEASES

- Awards (Chapter, Section) -- announcement of nominations, announcement of winners (ask winners if they have media they want release sent to, such as alumni magazines and professional journals), announcement of any chapter honors.
- 2) Annual meetings meeting announcement for calendar/business sections, release of meeting information agenda, plenary speakers, keynote speaker. Have a checklist of what should be included in a standard meeting press kit.

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).

"The committee nominates the following candidates.."

- 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"

(J. Grover, August 1990)

[&]quot;The committee moves approval of the resolution..."

A PRIMER ON ROBERT'S RULES OF ORDER

The following items on parliamentary procedure have been freeze-dried and packaged for AFS Governing Board members, regardless of their level of experience in or knowledge of these metaphysical matters. If all members keep these items at the ready, no business need be conducted improperly and all nagging doubts and uncertainties will be dispelled. Only the more common motions are reviewed here; your CC will keep some rules to himself/herself to delude the Governing Board into feeling a need for their presence and services. You will note that some fodder for obstructionists has been included in the last section.

A. <u>Main Question or Motion</u> - 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	
	before the Governing Board?	Yes
5.	Is this motion debatable?	Yes
6.	What vote is required for adoption?	Majority

B. <u>Rising to a Point of Order</u> - 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. <u>To Table and to Take from the Table</u> - Because these two work in a similar fashion, they are combined here for easy reference.

		<u>Table</u>	Take from Table
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. <u>To Close or Limit Debate</u> - The old, brief way was to say "I move the previous question" but is no longer used in modern times. 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. <u>To postpone indefinitely</u>. 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

Other Motions of Interest (continued)

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, lay on 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

TIMELINE FOR SPECIAL EVENT PUBLICITY

- 1. 6-10 weeks prior to event
 - ♦ Mail invitations or announcements.
- 2. 4 weeks prior to event
 - ♦ Start placement of public service announcements
- 3. 3 weeks prior to event
 - ♦ Place newspaper announcement of event
- 4. 2 weeks prior to event
 - ♦ Try to get news feature story about event or persons involved in event
- 5. 1-2 weeks prior to event
 - Get announcements in weekly and community newspapers
- 6. Day before the event
 - Finalize coverage of event itself. Arrange for volunteer escorts for press representatives.
- 7. Week after the event
 - Plant stories of results of event. Send thank you letters for press coverage.

Format and Guidelines for Reports to Governing Board

Memorandum

To:

Current AFS President

From:

Name and AFS subunit affiliation reporting capacity

Subject:

(Year) mid-year or annual report to the Governing Board

Action Requested: If none, so state. If you are requesting a decision of the Governing Board, state it here. You may include any justification and the consequences of making a yes or no decision. Your committee has been deliberating this action and here is where you sell it to the Governing Board. If further work is needed, you should suggest an appropriate subunit/committee to do it.

Recommended Motion: If none, so state. This is one of the most important sections of your report. Word your motion carefully and try to cover any contingencies. Poorly worded motions may cause unnecessary debate and may even cause your motion to fail. If funds are required to carry out the motion, the amount should be included.

<u>Committee Charge</u>: This is a re-statement of the charge given to you by the President or taken from the AFS Procedural Manual or Handbook.

<u>Background</u>: Include the reasons for this assignment and what you tried to accomplish. Especially important is a review of previous Governing Board debates, discussions, and decisions on this issue. We don't have a long institutional memory and therefore, we need to turn over the same old rocks again, but quickly.

<u>Findings/Conclusions</u>: Briefly describe the results of committee deliberations. This can be done with "bullets" or short summary statements.

<u>Minority View</u>: Since there is rarely complete consensus on any issue, use this section to summarize the views of dissenting members.

<u>Funding Source</u>: If your committee/subunit has suggestions on where money might be found to support the requested action, include them here. If partial funding has already been obtained, so state. This would likely improve your chances of selling your motion. Be creative here, such as those among you who are seeking grants/contracts! Too often, funds are requested and AFS staff instructed to raise them. AFS is not a granting institution and our discretionary funds are usually minimal.

TRADE SHOW ARRANGEMENTS

I. FACILITIES

A. Space

- 1. Determine the number of booths you will be able to sell.
- 2. The Annual FAS trade show uses a minimum of 15,000 sq ft for 55-60 booths
- 3. Booths should be 8 x 10 or 10 x 10
- 4. Space is needed for trade show registration and information
- 5. Space is needed for refreshments and coffee breaks

B. Consider Additional space for

- 1. Poster sessions
- 2. Raffles
- 3. Book sales
- 4. AFS local chapter display
- 5. Following year's meeting display
- 6. Miscellaneous

II. CONSIDERATIONS FOR SITE SELECTION

A. Negotiating space rental

- When using the vast majority of guest rooms and space in a hotel, you should almost never have to pay for exhibit space. If free space is not possible, determine the structure of the rate:
 - net square footage (space occupied by booths only) negotiate for free space for any booths that AFS occupies
 - b. gross square footable (includes isles and dead space)
 - c. price per day negotiate for free set-up and tear-down days

2. Food and beverage

- a. coffee should be served in the exhibit area twice a day
- b. one mixer or cocktail reception should be held in the exhibit area
- c. is lunch service available to exhibitors so they don't have to leave their booth unattended

3. Security

Is security provided by the facility or will AFS have to hire security guards?

- 4. Insurance requirements, union rules, other restrictions
- 5. Location

Is it desirable to have the trade show located as close as possible to the technical sessions

III. ARRANGEMENTS

- A. The trade show chairman and committee responsibilities include:
 - 1. Developing promotional material for marketing to prospective exhibitors (AFS Bethesda office has a database)
 - 2. Handling booth reservation forms, booth assignments and all related correspondence
 - 3. Handling booth payments if desired by meeting chair
 - 4. Acting as show managers/floor personnel
 - 5. Negotiating local contracts for pipe and drape, drayage, security, trade show social
 - a. Each booth should include pipe and drape, a 6' or 8' draped table, two chairs, a sign, and a waste basket. If affordable, provide electricity. These expenses should be considered when arriving at the booth fee.
 - b. Drayage company is needed to receive exhibitors goods before the show and will assist with shipping the goods home (usually the pipe and drape company offers these services—this is not a cost for AFS—the exhibitors pay for this)
 - 6. Working closely with facility staff on details, floor plan, coffee break schedules, etc.
 - 7. Developing a budget for the show

SUMMARY

Exhibitors want to be assured that the fee they have spent for the booth will result in sales! As a "show manager" you should pay special attention to their needs and wishes.

Try to give meeting registrants ample time to visit the trade show. Hosting coffee breaks, meals, and socials in the trade show hall are excellent ways to draw people into the show.

Provide exhibitors with a listing of local sights, restaurants, and hotels so they can familiarize themselves with the area.

Have plenty of spare floor plans and exhibit location guides to hand out to trade show attendees. Allow exhibitors to do demonstrations.

25 Reasons to Belong to AFS

What does your dues dollar buy you? Here are 25 reasons to send in your check each year:

- (1) You can participate in one or more of our 50-plus Chapters and student subsections, 20-plus "Sections" organized by interest or discipline (subjects range from genetics to computer use), 4 regional Divisions, and 50-plus Committees.
- (2) You receive Fisheries magazine monthly and learn about science and resource issues, Society happenings, legislation, trends, and developments in the profession.
- (3) You can order your award certificates online at http://www.fisheries.org and save valuable time.
- (4) You receive an annual Membership Directory and Handbook to help you network with fisheries professionals in more than 70 countries.
- (5) You can enhance your professional development by learning valuable organizational, management, and communication skills as an AFS leader.
- (6) You may subscribe to one or all four peer-reviewed fisheries journals and stay abreast of the science and its application. Journals include <u>Transactions of the American Fisheries</u>

 <u>Society</u>, <u>North American Journal of Fisheries Management</u>, <u>North American Journal of Aquaculture</u>, and the <u>Journal of Aquatic Animal Health</u>.
- (7) You receive discounts on registration fees at AFS meetings, symposia, and continuing education programs.
- (8) You may attend the AFS annual meeting, which usually attracts more than 1,000 fisheries professionals from around the world. Top keynote speakers, a diverse program of more than 500 papers and symposia, and outstanding networking opportunities keep this meeting a must-go on most members' calendars.
- (9) You may buy text and reference books, fish photos, and videos at a special reduced member price of up to 40% off.
- (10) You can take advantage of our half-price student or retired memberships. As a student member you may compete for Skinner Memorial Fund travel grants and AFS subunit grants to attend AFS scientific meetings.
- (11) You can conveniently and easily network with other fisheries professionals—one may have a new job or a better way of doing something that makes your work easier!
- (12) You can visit the AFS World Wide Web site and get the latest information on what's new in the Society, register for the annual meeting, monitor current legislation and events; order publications; search for a job from the many job listings and hotlinks to other employment sites; and more. The address is http://www.fisheries.org.

- (13) You can become certified as an <u>Associate Fisheries Professional or Certified Fisheries</u> <u>Professional</u>. In some states, this can mean up to a 5% salary premium.
- (14) You may participate in and receive certification credits for <u>continuing education workshops</u> on a variety of fisheries-related subjects.
- (15) You can express your views and get peer feedback on important fisheries policy issues. Your voice will be added to others that form the science-based foundation for AFS policy statements, legislative briefing statements, and other documents of interest to important decision makers. Among AFS top legislative initiatives are generating more funding for fisheries programs and achieving better management and use of fisheries resources.
- (16) You can deduct your membership dues and contributions from your income taxes (more than 3% of Average Gross Income for those members in the United States).
- (17) You can use data from the Society's periodic salary surveys to help your agency achieve salary parity.
- (18) You can receive videotapes, slides, brochures, and other materials on loan for your fisheries programs.
- (19) You can learn about the latest fisheries-related products and services by visiting exhibitors' booths at the annual trade show.
- (20) You receive discounted advertising rates in Fisheries.
- (21) You may submit articles about your work and opinions for possible publication in one of the Society's journals or *Fisheries*.
- (22) You might achieve your professional goals by serving on one or more of the dozens of AFS Committees, including resource policy, membership, professionalism, awards, and resolutions.
- (23) You could write a chapter or serve as editor of one of the Society's many text or reference books.
- (24) You may become a leader in your Chapter, Division, or Section and perhaps continue on to become an AFS international officer.
- (25) You have an opportunity to show that you believe in the importance and future of the fisheries profession by being part of the oldest, largest international fisheries science society in the world. The American Fisheries Society stands ready to help you with all of your efforts to sustainably manage and conserve fish and aquatic habitats. Invest in your future! For more information about membership in the AFS, contact Trish Milburn; AFS; 5410 Grosvenor Lane, Suite 110; Bethesda, MD 20814-2199; 301/897-8616, ext. 204 or 203; FAX 301/897-8096; tmilburn@fisheries.org. Join Now!

AFS STUDENT BENEFITS

Enhancing Professionalism: Awards and Grants for Student Members of the American Fisheries Society

By Elise R. Irwin, Frank J. Rahel, Donna L. Parrish, and David H. Wahl

Recognizing excellence through awards to the membership is an important function of the American Fisheries Society (AFS). AFS awards are prestigious and often beneficial for professional advancement. Student members comprise approximately 15% of the Society's membership, and they are very active. Indeed, the Society has identified recruitment and encouragement of students as important strategies of the organization (Johnson et al. 1994).

One method of encouragement is through student awards. Awards are available to students from a variety of sources within AFS; however, because Society units are governed independently, the full extent, type, and range of these awards are not always known to students and their advisors. In addition to those honors, travel funds are sometimes available to increase student participation at meetings. To compile a resource list of these important benefits for student members, the Education Section surveyed AFS units to determine what student awards and travel funds are available.

The initial survey was mailed to all Division, Section, and Chapter presidents (N = 78) in July 1996. We sent a second mailing to nonrespondents in January 1997. We also attempted to call nonrespondents on the phone in August 1997. Questions requested information relative to Best Student Paper awards, travel grants, and any other awards (e.g., scholarships). We requested data regarding how awards were financed, advertised, and decided, and then asked respondents how they ranked factors used in determining the awards and whether students were aware of these factors before competing. Data were compiled separately for Divisions, Sections, and Chapters.

Divisions

All four Divisions responded to the survey, and each offers Best Student Paper awards and travel awards, which are given to the student presenter of the best scientific paper at the respective annual or midyear meetings of each Division. Each Division also offers some type of travel funds to offset costs to attend meetings.

Sections

Sixty-seven percent of Sections responded to the survey, and 43% of those offer or administer awards or grants. Sections offer or administer seven of the most prestigious AFS awards for students such as the Best Student Paper Award by the Education Section.

Chapters

Chapters represent the majority of units; 81% responded to the survey, and 86% of those offer a student award. Recognition of student excellence by Chapters varied widely, and units demonstrated creativity in developing awards. Of Chapters that offered awards, 76% had Best Student Paper awards, and 65% distributed travel grants. Scholarships were offered by 24% of Chapters, and 16% offered other types of awards. Examples of other types of awards included Outstanding Student Research Award (Idaho), Outstanding Fisheries Student Award (Tennessee), and Best Undergraduate Project Award (Missouri). Many respondents indicated that students were not excluded from competing for other awards (e.g., Meritorious Service) offered by their Chapters. Chapters that responded to the survey but either did not offer or were in the process of developing awards were Kentucky, Pennsylvania, South Carolina, West Virginia, and the University of Wyoming's Student Chapter.

Summary and Recommendations

For all units (Divisions, Sections, and Chapters), most awards were advertised in newsletters; however, some were advertised only via word of mouth. Awards were usually financed with unit general funds (awards may have been the motivation for fund-raising efforts). The exceptions were awards financed by endowment or donation funds (usually scholarships). Some units (n = 8) indicated they were in the process of developing awards. In addition, some respondents indicated that the survey would prompt procedural changes (e.g., providing ranking factors). We cannot conclude that nonrespondents do not offer awards. However, we have tried to include all current awards that could be identified and

believe the list is relatively complete. For example, we included an award administered by a Section that did not respond because it is one of the most prestigious awards the AFS offers (J. Frances Allen Scholarship).

This survey provided data indicating that AFS is rewarding excellence and increasing participation by the student membership with a great deal of commitment and creativity. We found a diversity of awards and other avenues to promote professionalism, and we encourage units to continue developing these. Because of the importance of student involvement in a successful future of the AFS, we suggest units use results of this survey as a challenge to develop new and innovative ways to recognize students.

In addition, in spite of the diversity of awards, we believe it is important that these honors be advertised adequately to increase availability. Although newsletters are a primary communication tool, many units administer World Wide Web sites, and some (e.g., North Central Division) have published awards information on their Internet sites. We recommend awards and grants be advertised on web pages with ranking criteria, deadlines, and other pertinent information. Unit links are provided on the AFS site at http://www.fisheries.org. In addition, students should be made aware of other (nonstudent) awards offered by units and should be considered for those where appropriate. Any member can contact a current unit president (see AFS Membership Directory and Handbook) for information regarding awards, but students must realize the availability of awards because new ones are often being developed or may already be available. For example, since our initial survey two new awards administered by Technical Committees of the Southern Division (Reservoir Committee, two scholarships a year, and Warmwater Streams Committee, Outstanding Student Research Award) have been created. Also, the AFS Public Visibility Committee has launched a new student writing competition.

Likely because of the independent development of awards by units, ranking criteria were often not known. We recommend establishing selection and/or ranking criteria and publicizing those criteria to students competing for an award. We also recommend including awards, selection/ranking criteria, and any associated forms in unit procedural guides and/or bylaws. Two other recommendations are that (1) judging student competitions can be difficult and should be made as objective as possible for judges, and (2) we recommend units publish the availability of new AFS awards developed since this survey was conducted. Finally, because professionalism equals volunteerism in AFS, we urge that efforts to reward excellence at all levels continue.

Elise R. Irwin is assistant unit leader for the U.S. Geological Survey Biological Resources Division, Alabama Cooperative Fish and Wildlife Research Unit, 331 Funchess Hall, Auburn University, AL 36849. Frank J. Rahel is a professor at the Department of Zoology and Physiology, University of Wyoming. Donna L. Parrish is a unit leader for the U.S. Geological Survey's Biological Resources Division at the Vermont Cooperative Fish and Wildlife Research Unit, School of Natural Resources, University of Vermont. David H. Wahl is an associate professor at the Kaskaskia Biological Station Center for Aquatic Ecology, Illinois Natural History Survey, and Department of Natural Resources and Environmental Sciences, University of Illinois.

Reference

Johnson, B. L., E. R. Irwin, M. L. Landolt, M. Loefflad, J. Marsh, T. R. Marshall, L. L. Olmstead, P. Pajak, S. Peterson, and J. Webster. 1994. The strategic plan of the American Fisheries Society. Fisheries 19(11):6-9.

Membership Corner

AFS Sections: What do they have to offer?

By Nick Parker

Sections within the American Fisheries Society (AFS) were formed to provide a structure in which members with interests in special disciplines could interact. Most members join one or two Sections that reflect their major interests. I've chosen to be a member of all Sections for several years. Why? The AFS is my professional organization. I've enjoyed fish, fishing, and fisheries science at various phases of my life. Today, I am much less involved in fishing but am immersed in fisheries science, aquatic ecology, and integrated sustainable systems. I'm deeply concerned about the human population growth and the loss of terrestrial and aquatic habitats necessary to sustain the biodiversity of our world. These interests and concerns stimulate me to seek information from many sources and to do some small part to help educate others.

AFS Sections provide the discipline-based structure for increasing our knowledge of fisheries and expanding aquatic sciences. When I became a life member, I ceased paying dues but thought I should do something to support my professional organization. For a small cost, I joined every Section. I profit by receiving the newsletters and correspondence from each Section. I also profit from the camaraderie and discussions associated with the special symposia, meetings, and other activities developed and sponsored by Sections. This is one small thing I can do for my children and their children.

The following is a list of current AFS Sections: Bioengineering, Canadian Aquatic Resources, Computer User, Early Life History, Education, Equal Opportunities, Estuaries, Fish Culture, Fish Health, Fisheries Administrators, Fisheries History, Fisheries Law, Fisheries Management, Genetics, International Fisheries, Introduced Fish, Marine Fisheries, Native Peoples Fisheries, Physiology, Socioeconomics, and Water Quality. Laura Hutchcroft (301/897-8616, ext. 201) is the staff contact for any information on these units. She can help you learn more about them or provide guidance on forming a new Section. Take advantage of this AFS benefit today!

Examples of Section activities

- · information development and delivery to policy makers
- symposium sponsorship
- book publishing
- special magazine issues
- member newsletters
- online listservs/discussion groups
- continuing education courses
- awards programs
- scholarship programs
- · networking events
- mentoring activities
- public outreach



AMERICAN FISHERIES SOCIETY

5410 Grosvenor Lane, Suite 110, Bethesda, MD 20814-2199 Phone: (301) 897-8616, Ext. 203 or 206 Fax: (301) 897-8096 Email: main@fisheries.org WEB page:www.fisheries.org

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1999 MEMBERSHIP APPLICATION

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Account Number		Exp. Date

American Fisheries Society Journals

The American Fisheries Society publishes a suite of journals for aquatic resource professionals. These journals—Transactions of the American Fisheries Society, featuring papers on basic fisheries science; North American Journal of Fisheries Management, covering management research, experiences, and recommendations; North American Journal of Aquaculture, providing guidance for those who breed and raise aquatic animals; and Journal of Aquatic Animal Health, focusing on health maintenance and disease treatment—are available to AFS members, institutions, and libraries in both print and electronic formats.

Transactions of the American Fisheries Society (TAFS)

The Society's highly regarded international journal of fisheries science features results of basic and applied research in genetics, physiology, biology, ecology, population dynamics, economics, health, culture, and other topics germane to marine and freshwater finfish and shellfish and their respective fisheries and environments. First published in 1872, it is now published bimonthly in print and electronic formats. (ISSN 0002-8487)

North American Journal of Fisheries Management (NAJFM)

Published to promote communication among managers, the journal addresses the maintenance, enhancement, and allocation of fisheries resources. Its contents chronicle the development of practical monitoring and management programs for finfish and exploitable shellfish in marine and freshwater environments. Papers relate to the way species, habitats, and harvests may be managed to protect and enhance fish and fishery resources for societal benefits. Case histories of successes, failures, and side effects of fisheries programs help convey practical management experience to others. Published quarterly in print and electronic formats (ISSN 0275-5947).

North American Journal of Aquaculture (NAJA).

Formerly published as <u>The Progressive Fish-Culturist</u>, the journal was renamed the North American Journal of Aquaculture in 1999 to reflect the expanded importance of aquaculture in the 21st century. The journal carries papers on new research and practical experience in all areas of intensive and extensive fish culture. As reflected in its name, the focus is on culture of all aquatic organisms that are of importance to North American culturists. Topics include, but are not limited to, nutrition and feeding, broodstock selection and spawning, drugs and chemicals, health and water quality, and testing new techniques and equipment for the management and rearing of aquatic species. Published quarterly in print and electronic formats. (ISSN 1522-2055)

Journal of Aquatic Animal Health (JAAH)

Published by AFS under the guidance of the Society's Fish Health Section, the journal serves the international community of scientists and culturists concerned with the health of aquatic organisms. It carries research papers on the causes, effects, treatments, and prevention of diseases of marine and freshwater organisms, particularly fish and shellfish. It contains papers that describe biochemical and physiological investigations into fish health that relate to assessing the impacts of both environmental and pathogenic features. Published quarterly in print and electronic formats. (ISSN 0899-7659).

The Progressive Fish-Culturist (PFC)

Now published as the <u>North American Journal of Aquaculture</u>, the journal contains papers on various aspects of aquaculture including marine and freshwater species—vertebrate and invertebrate—that are of interest to North American aquaculturalists. Between 1934 and 1983 the journal was published first by the U.S. Bureau of Fisheries and then by the U.S. Fish and Wildlife Service. In 1984, AFS worked with the Service to edit and produce the journal. Ten years later, the Society became the sole publisher of the PFC. Now, under its new name, the journal carries on the long-standing tradition of providing scientific information for the aquaculture community. Available in electronic format as part of an electronic NAJA subscription. (ISSN 0033-0779).

AFS Journal Subscription Rates

AFS Individual Member Rates					
Journal Name	Print	Online Only	Print and Online		
Transactions of the American Fisheries Society - USA	38.00	15.00	53.00		
Transactions of the American Fisheries Society - Outside USA	43.00	15.00	58.00		
North American Journal of Fisheries Management - USA	38.00	15.00	53.00		
North American Journal of Fisheries Management - Outside USA	43.00	15.00	58.00		
Journal of Aquatic Animal Health - USA	33.00	15.00	48.00		
Journal of Aquatic Animal Health - Outside USA	36.00	15.00	51.00		
North American Journal of Aquaculture - USA (fomerly The Progressive Fish-Culturist)	33.00	15.00	48.00		
North American Journal of Aquaculture - Outside USA (fomerly The Progressive Fish-Culturist)	36.00	15.00	51.00		
Fisheries	Individual members receive Fisheries as benefit of membership				

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If you have questions about your subscription (electronic or paper), please contact Jan Lubeck in the Membership Department via e-mail <jlubeck@fisheries.org > or by phone at 301-897-8616 ex 206. If you have questions about the technical aspects of your subscription, or wish to discuss ways that your laboratory or office might obtain an electronic subscription, please contact Sally Kendall via e-mail at <skendall@fisheries.org > or by phone at 301-897-8616 ext 228.

PROTOCOL FOR ESTABLISHING AMERICAN FISHERIES SOCIETY POLICY STATEMENTS

Revised and adopted September 1992

RESOURCE POLICY COMMITTEE

PURPOSE

The American Fisheries Society (AFS) promotes the conservation, development, and wise use of fishery resources. AFS policies are established by the membership to guide the volunteer leadership, executive staff, subunits, and members on issues affecting fishery resources, professional ethics, and the environment. Because the AFS membership is large and diverse, adoption of formal policies requires a regimented procedure for development and review. Such a procedure ensures adequate membership participation, consistency with established AFS policy, and continuity in policy development. The following protocol provides guidance to the Resource Policy Committee (RPC) in developing AFS policy statements.

SELECTING AN ISSUE

Any formal subunit, informal group, member of the RPC, or individual member of AFS, hereafter referred to as the sponsor, may propose an issue for study and development into a formal AFS policy statement. Proposals should be submitted to the RPC Chair.

An appropriate issue is defined as a matter of current or potential impact on fishery professionals, fishery resources, and the environment, of which the political, social, and/or technical resolution is important to the AFS membership. An AFS policy statement is defined as a written and prescribed course of action on an issue. A policy statement also includes a definition and general review of the issue, including the technical reasons for AFS concern.

REVIEW OF PROPOSALS

The Chair will evaluate the appropriateness of proposed issues for development into formal AFS policy statements. The Chair shall request comment on proposed issues from the RPC membership and from other AFS members knowledgeable on the issue. Criteria for evaluation shall include, but need not be limited to: importance to the membership (e.g., recent AFS Resolutions on the issue); potential significance to fishery resources; overlap with existent AFS policy statements, and present workload of the RPC.

After analysis of the proposed issue, the Chair shall make a recommendation to the AFS Executive Committee and request direction. The Chair shall then provide the sponsor a decision on further action:

- 1. On long-term issues for which forma AFS action is considered appropriate development of an AFS policy statement will be initiated according to the protocol described herein.
- 2. The RPC, the Executive Committee, or both groups may deem a proposal inappropriate for development into an AFS policy statement. Issues that appear to have value to an AFS subunit may be directed to that subunit for consideration. For example, the proposal may be forwarded to the Resolutions Committee off AFS or one of its subunits for preparation into a Resolution. The sponsor may appeal unaccepted proposals to the AFS President. Additional materials or supporting rationale should be included with the appeal. If the proposal is judged inappropriate during the second review, it will not be considered a third time for at least two years.

3. Further information on, or evaluation of, a proposed issue may be required by the Chair to evaluate adequately the need for, and kind of, AFS action. For example, if the scope of the issue or adequacy of existing AFS policy guidance is unclear, the Chair may request that the sponsor prepare a study report.

STUDY REPORTS

Study reports are intended to provide the basis for evaluating whether formal AFS policy should be developed on an issue, and also to provide a general outline of the intended action considered by the sponsor as appropriate for the Society. Emphasis in study reports shall be on providing as much information as the Chair deems necessary to determine whether a formal AFS policy is needed. Hence, such information may be narrow or broad in scope and may vary in detail.

Study reports shall be prepared by a work group formed by the sponsor in cooperation with the Chair. The Chair may appoint a member of the RPC to represent the Chair on the work group. Members of the work group need not be affiliated with the sponsor, but the Chair shall be responsible for ensuring that the work group includes AFS members knowledgeable on the issue. Additional AFS members may be requested by the sponsor or the Chair to communicate their views on the issue at the work group and/or review and comment on work products.

DRAFTING POLICY STATEMENTS

If it is determined that a formal AFS policy statement should be prepared for an issue, then the Chair shall request that the sponsor appoint a preparer or work group. The Chair shall be responsible for ensuring that the work group includes AFS members knowledgeable on this issue. The Chair may appoint a member of the RPC to oversee development of the policy statement to ensure that the statement is prepared and undergoes review according to RPC guidelines. The RPC member will provide liaison between the Chair and work group during all phases of policy statement development. If a study report was not required, the Chair may request that the sponsor provide a general outline of the proposed policy prior to establishing the formal work group (preparer). This outline shall be used to assist the Chair in ensuring the work group (preparer) adequately understands the process of developing the policy statement.

Policy statements shall provide direction to all levels of AFS. The primary purpose of AFS policy statements is to lay the groundwork for AFS action on issues. Statements should be structured according to the Guide for Submission of AFS Policy Statements.

POLICY STATEMENT REVIEW

During preparation of the draft policy statement, the work group may solicit review of work products at their discretion or in consultation with the RPC liaison to the work group. A "final" draft will be submitted to the Chair by the work group. The Chair shall review the "final" draft and may solicit reviews and comments from members of the RPC and others. Review should include, but need not be restricted to, technical, editorial, political (internal and external to AFS), social, and economic considerations. Deadlines for completion of reviews may will be set by the Chair.

The Chair shall ensure that policy statements reflect the broad perspective of the AFS's internal make-up. The Chair may return comments and reviews to the work group and request revision, or the Chair may revise the draft policy statement unilaterally using guidance provided by reviewers. Revisions prepared by the work group or Chair should be provided to the sponsor for comment.

POLICY STATEMENT APPROVAL

Final drafts approved by the RPC will be published in Fisheries or otherwise conveyed to the general membership. The AFS membership will be requested to forward comments on the draft policy statement to the AFS Executive Director. After at least 60 days from publication, and based on the member comments, the Chair and Executive Director may elect to request revision to the statement. The sponsor shall be advised of any revisions and provided opportunity for comment.

Following member input and appropriate revision, policy statements will be forwarded to the Executive Committee for approval. The RPC Chair shall provide recommendations for Executive Committee action. A majority vote of the Executive Committee is required for approval. If approved, the policy will be voted on by the membership at the annual business meeting. A majority vote of the membership shall be required for adoption of the policy statement.

Policy statements not approved by the Executive Committee may be revised by the Chair, the work group, or the sponsor, published in Fisheries and resubmitted to the Executive Committee

Authorship will be fully attributed to policy statements published in Fisheries but subsequent use of the statement by the Society may be anonymous.

POLICY STATEMENT EXPIRATION

Unless specified otherwise, all policy statements will be reconsidered by the RPC after five years to assure relevancy to current membership concerns on the issue. The chair shall submit recommendations for revision, continuance, or termination of policy statements to the Executive Committee and Executive Director for review and approval. If the Executive Committee requests revision, the chair may solicit comments from the RPC or other AFS members to determine the relevance of a policy statement or to obtain updated data. The revision may be conducted by the original work group (preparer) or another group appointed for this purpose. Revised policy statements will be published in Fisheries and must be approved by the Executive Committee and the membership as outlined above. After ten years, all policies must be approved by the Executive Committee. Policy statements may be rescinded by a majority vote of the Executive Committee.

PROFESSIONAL RESPONSIBILITIES AND RESTRICTIONS

AFS members are encouraged to participate in developing Society policy statements. AFS members have responsibility to provide accurate scientific knowledge and professional opinion within their fields of expertise to public and private policy makers and to the general public.

The AFS holds federal tax exemptions for scientific and educational purposes. Therefore, candidates for political office may not be endorsed by the AFS or its subunits, and only a portion of AFS revenues, as specified by Title XIII of Public Law 94-455, can be used to influence federal legislation. Special care must be taken to preserve the AFS's credibility and independence in the development and use of AFS policy statements.

GUIDE FOR THE SUBMISSION OF AFS POLICY STATEMENTS

Policy statements guide and determine present and future decisions on resource issues at all levels of the American Fisheries Society (AFS). Society policies are made available to legislators and executive personnel of governments, to the press, and to other laypersons as well as to conservation and professional groups. Consequently, they must be understandable to nonspecialists. Exhaustive reviews and analysis are not appropriate for a policy statement.

Some specific issues may be addresses more effectively with resolutions rather than policy statements. A resolution is a formal expression of Society views which places AFS on record as recognizing the need for action by individuals members, government bodies, or Society officers. Resolutions should be based on existing Society policy and logically develop following the approval of a policy statement. For more distinction between resolutions and policy statements, see the Protocol and the AFS Procedural Manual.

Three copies of each draft policy statement should be submitted to the chairman of the Resource Policy Committee. The chairman's address is available from AFS headquarters. A covering letter should provide a brief outline of the development of the paper, an indication that all authors have approved the draft, and a list of people other than the authors, study group, or sponsoring AFS unit who have reviewed the paper.

COMPONENTS

Papers should be structured as outlined below. The components should develop logically from each other; however, each should be written to stand alone.

Issue Definition

This section should present a succinct explanation of the issue, primarily from the perspective of the AFS membership (fisheries professionals). A brief statement summarizing the Society's policy on this issue should conclude this segment.

Background Information

This section should provide a general perspective on the issue, giving the reader an understanding of the evolution of the issue and why the AFS is concerned. It should clearly present the scientific basis for the AFS position. As concisely as possible, the background information should explain why or how the issue has arisen; who the past, present, and likely future involved parties are; a fair and objective assessment of their various points of view; the pros and cons of those viewpoints and associated actions; the consequences for fishery resources of present trends and philosophies; and the consequences of the Society's position on the issue.

Policy (Course of Action)

This section outlines a stand the American Fisheries Society takes on the issue including a detailing of methods and means by which the Society should address the issue. Courses of action should provide AFS long-term guidance, although short-term objectives can be included in the policy. The policy segment must be clear when published alone and should always begin: "The policy of the American Fisheries Society in regard to (issue) is..."

PREPARATION

Manuscripts should adhere to the basic editorial conventions of a paper being prepared for journal publication. The following guidelines apply:

- ♦ Double space all typed material.
- ♦ Use paper 22 x 28 cm (8.5 x 11 in.) in size. Type only on one side of each sheet. Use standard print fonts and avoid typographic embellishments such as boldface, italics, oversized characters, and compressed letter spacing. Computer generated manuscripts must be produced on letter-quality printers in upper and lowercase type. Dot matrix characters are not acceptable.
- ♦ Number each page sequentially.
- ♦ Indent all paragraphs.
- ♦ Leave margins of at least 3 cm (1.25 in) on all sides of each page.
- Never use solid capital letters in the text except for acronyms. Do not begin a sentence with an acronym, abbreviation, or symbol. Underline words only when italics are intended.
- ♦ Avoid hyphens and dashes at the ends of typed lines.
- Spell out one-digit numbers unless they are used with units of measure. Use numerals for numbers of two or more digits. Spell out any number that begins a sentence. Use commas for number of 1,000 or greater.
- ♦ The first mention of a common name should be accompanied by the scientific name.
- Use metric units of measure (English units may be given in parentheses).
- Avoid excessive use of abbreviations and define all that are used, unless they are standard measurement symbols.
- References should follow the style of Fisheries (see Guide for Authors). Authors are responsible for the accuracy of references. Although theses, dissertations, final reports, and some selected forms of "grey" literature may be cited, use caution when selecting references. Reference to progress reports, unpublished papers given at meetings, manuscripts under preparation or in review, and personal communications are not appropriate in the development of Society policy.

FOLLOWING SUBMISSION

The chairman of the Resource Policy Committee will solicit reviews and comments from members of the Committee and others as he or she deems appropriate. Reviews will include technical, editorial, political, social, and economic considerations. The chairman may request revisions from the authors based on the reviews. The chairman will present the final draft position paper to the Executive Committee along with recommendations for action. The Executive Committee reserves the right to require additional review by the Resource Policy Committee. For information regarding the approval of policy statements, see the Protocol.

Following approval, the author(s) will be asked to prepare an abstract for inclusion in the Society's published collection of policy statements.

Unless specified otherwise, all policy statements will be reconsidered by the Resource Policy Committee after five years at which time they will either expire, be re-drafted, or recommended for a vote of continuance. After ten years, all policies must be re-approved by the Executive Committee.

AMERICAN FISHERIES SOCIETY POLICY STATEMENTS

To request the full text for any of the policy statements listed below, please contact the Subunit Coordinator at: (301) 897-8616 x 201 or lhutchcroft@fisheries.org. When requesting a statement please provide the full title for the policy statement. Copies of policy statements are available for no charge. A publication summarizing these AFS policy statements is also available at no charge.

1. North American Fisheries Policy (Revised)

Approved March 1973, Washington, DC
Approved August 1995, Tampa, FL
Published March 1996, 21(3):26-29
Starnes, L.B., G.C. Jimlnez, D. Dodge, G. Huntsman, P. Janik, J. Lloyd, N. Prosser, W. Royce, and W. Taylor

2. AFS Overview Policy on Man-Induced Ecological Problems

Approved September 1981, Albuquerque, NM Published Mar-Apr 1979, 4(2):46 Carter, W.R. III

3. Nonpoint Source Pollution

Approved September 1981, Albuquerque, NM Published Mar-Apr 1979, 4(2):50 Ischinger, L.S.

4. Sedimentation

Approved September 1981, Albuquerque, NM Published Mar-Apr 1979, 4(2):52 Rulifson, R.L.

Cumulative Effects of Small Modifications to Habitat

Approved August 1990, Pittsburgh, PA Published Jan-Feb 1991, 16(1):12-14, 16-17 Approved September 1981, Albuquerque, NM Published Mar-Apr 1979, 4(2):54 Burns, D.C.

Effects of Toxic Substances in Surface Waters

Approved September 1981, Albuquerque, NM Published Jul-Aug 1979, 4(4):16 Maki, A.W.

7. Acidic Precipitation

Approved September 1981, Albuquerque, NM Published Nov-Dec 1980, 5(6):2 Haines, Terry A.

8. Coping with Point Source Discharges

Approved September 1981, Albuquerque, NM Published Nov-Dec 1980, 5(6):3 Cairns, John, Jr.

Effects of Altered Stream Flows on Fishery Resources (Revised)

Approved September 1989, Anchorage, AK Published May-Jun 1990, 15(3):18-20 Tyus, Harold M. Approved September 1981, Albuquerque, NM Published Mar-Apr 1982, 7(2):20-22

10. Protection of Threatened and Endangered Aquatic Species

Approved September 1982, Hilton Head, SC Kelso, William E.

11. Beverage Container Legislation

Approved March 1985, Lake Özark, MO Published May-Jun 1984, 9(3):9-11 Kimball, Gary and Ross, Jon

12. Construction and Operation of Oil and Gas Pipelines

Approved March 1985, Lake Ozark, MO Published May-Jun 1984, 9(3):6-8 Penkal, Russ F. and Phillips, Glenn R.

13. Effects of Surface Mining on Aquatic Resources in North America (Revised)

Approved September 1988, Toronto, ON Published Nov-Dec 1988, 13(6):19-22 Starnes, Lynn B. Approved September 1985, Sun Valley, ID Published Nov-Dec 1983, 8(6):2-4

14. Strategies for Stream Riparian Area Management

Approved March 1986, Boston, MA Published Jul-Aug 1985, 10(4):20-21 Environmental Concerns Committee

15. Introductions of Aquatic Species

Approved September 1986, Boston, MA Published Mar-Apr 1986, 11(2):39-42 Kohler, Christopher C. and Courtney, Walter R., Jr.

16. Guidelines for Use of Fishes in Field Research

Approved September 1987, Winston-Salem, NC Published Mar-Apr 1988, 13(2):16-23

American Society of Ichthyologists and Herpetologists (ASIH), American Fisheries Society (AFS), American Institute of Fishery Research Biologists (AIFRE)

17. Tidal Power Development and Estuarine and Marine Environments

Approved September 1987, Winston-Salem, NC Published Jul-Aug 1986, 11(4):36-39 Rulifson, Roger A., Dadswell, Michael J. and Mahoney, Glen K.

18. Marine Wilderness

Approved September 1988, Toronto, ON Published Sept-Oct 1989, 14(5):22-24

Ad-hoc Committee on Marine Wilderness: Bohnsack, James A. (Chair); Kumpf, Herb; Hobson, Edmund; Huntsman, Gene; Able, Kenneth W.; and Ralston, Stephen V.

19. Guidelines for Introduction of Threatened and Endangered Fishes

Approved September 1989, Anchorage, AK
Published Sept-Oct 1988, 13(5):5-11
Williams, Jack E.; Sada, Donald W.; Deacon Williams, Cynthia; and other members of the Western Division
Endangered Species Committee

20. Marine Plastic Debris

Approved September 1989, Anchorage, AK Published May-Jun 1990, 15(3):16-17 Hansen, Judie

21. Transgenic Fishes

Approved August 1990, Pittsburgh, PA Published Jul-Aug 1990, 15(4):2-5 Kapuscinski, AR and Hallerman, EM

22. Commercial Aquaculture

Approved August 1990, Pittsburgh, PA
Published Jan-Feb 1991, 15(2):12
Robinette, H. Randall (Chair); Hynes, Julian; Parker, Nick C.; Putz, Robert; Stevens, Robert E.; and Stickney, Robert R.

23. Effects of Livestock Grazing on Riparian Stream Ecosystems

Approved August 1990, Pittsburgh, PA Published Jan-Feb 1991, 16(1):7-11 Armour, CL; Duff, DA; and Elmore, W.

24. Ballast Water Introduction

Approved August 1990, Pittsburgh, PA Published Jan-Feb 1991, 16(1):4-6 Moyle, Peter B.

25. Hydropower Development

Approved September 1991, San Antonio, TX Published Jan-Feb 1992, 17(1):30-32 Tyus, HM and Winter, BD

26. Bycatch Reduction Devices as a Conservation Measure

Approved September 1991, San Antonio, TX Published Jan-Feb 1992, 17(1):28-29 Perra, Paul

27. Conservation of Imperiled Species and Reauthorization of the Endangered Species Act of 1973

Approved August 1993, Portland, OR Published Jan 1994, 19(1):26-29 Angermeier, Paul L. and Williams, Jack E.

28. Effects of Surface Mining on Aquatic Resources in North America

Approved August 1995, Tampa, FL Published May 1996, 21(5):24-25 Stames, Lynn B. and Gasper, Don C.

29. Special Fishing Regulations for Managing Freshwater Sport Fisheries

Approved August 1995, Tampa, FL
Published December 1995, 20(12):32-34
Goeman, Timothy, J. (Chair); Bonneau, Donald L.; Baccante, Dominic; Clark, Richard D.; Willis, David W.; and Novinger, Gary D.

30. Biodiversity Position Statement

Approved August 1996, Dearborn, MI Published April 1996, 22(1):22-29

31. Responsible Use of Fish and Other Aquatic Organisms

Approved August 1998, Hartford, CT Published Jan 1999, 24(1):30-35

RESOLUTIONS ADOPTED BY THE AMERICAN FISHERIES SOCIETY

1971 - 1998

1971 On September 17, 1971, at the Annual Business Meeting of the American Fisheries Society in Salt Lake City, Utah, the following five resolutions were adopted:

Resolution to Regulate Man-Made Discharges of Mercury and Other Heavy Metals into the Environment

Resolution to Adopt More Realistic Values for Recreational Man-Day Uses

Resolution to Interbasin Diversion of Water for Domestic Water Supplies

Resolution Commending the Department of the Interior and Officials of the U.S. Fish and Wildlife Service

Resolution on The Introduction of Foreign Fishes

1972 On September 12, 1972, at the Annual Business Meeting of The American Fisheries Society in Hot Springs, Arkansas, the following six resolutions were adopted:

Resolution on Protection of Salmonid Fishes with Unique Genetic Characteristics

Resolution on A Suggested Study of Supply and Demand for Fisheries Biologists

Resolution on Endorsement of the Formation of a Fisheries Chiefs Section with the American Fisheries Society

Resolution on Representation of Sport Fishing Interests at the Law of the Seas Conference

Resolution on Establishment of Jurisdictional Rights for Marine Fisheries

Resolution on <u>Proposed Corps of Engineers Permit American Cyanamid Company Savannah Harbor Dockage for Waste Disposal Barge</u>

1973 On September 14, 1973, at the Annual Business Meeting of the American Fisheries Society at Lake Buena Vista, Florida, the following two resolutions were adopted:

Resolution on the Endorsement of the North American Atlantic Salmon Council Objectives and Membership Fee

Resolution on Stream Alteration Activities

1974 No resolutions were adopted at the Annual Business Meeting of the American Fisheries Society in Honolulu, Hawaii, September 10, 1974.

1975 On September 12, 1975, at the Annual Business Meeting of the American Fisheries Society in Las Vegas, Nevada, the following eight resolutions were adopted:

Resolution on Anadromous Fish Conservation Act

Resolution on Fish Habitat Management Policy

Resolution on U.S. Bureau of Land Management

Resolution on Interstate Transportation of Fish

Resolution on Fish and Wildlife Coordination Act

Resolution on Land Use Policy

Resolution on Suggested Marine Fisheries Management Act to Improve Fisheries Management

Resolution on Aerial Fish Stocking

1976 On September 22, 1976, at the Annual Business Meeting of the American Fisheries Society in Dearborn, Michigan, the following two resolutions were adopted:

Resolution on Expansion of Dingell-Johnson Program

Resolution on Genetic Considerations in Artificial Propagation of Fishes

1977 On September 16, 1977, at the Annual Business Meeting of the American Fisheries Society in Vancouver, British Columbia, the following four resolutions were adopted:

Resolution on <u>Canada, Mexico, and the United States of America Cooperation to Manage Common North American</u>
<u>Fisheries</u>

Resolution on Optimum Yield and the Fishery Conservation and Management Act of 1976

Resolution on AFS Member Participation in Outdoor Oriented Youth Groups

Resolution on Marine Angling Licenses

1978 On August 24, 1978, at the Annual Business Meeting of the American Fisheries Society in Kingston, Rhode Island, the following eight resolutions were adopted:

Resolution on Appropriate Authorized Funding for the Renewable Resources Extension Program of 1978

Resolution to Identify Potential for Fish Kills from Dissolved Gas Supersaturation at Dams

Resolution on Great Lakes Fishery Plans

Resolution on Management of Billfishes

Resolution on Columbia River Anadromous Fishery

Resolution on Federal Environmental Education Act

Resolution on Providing Access to Waters During Highway Bridge Replacement

Resolution on Riparian and Aquatic Habitat Management on Public Lands

1979 On September 14, 1979, at the Annual Business Meeting of the American Fisheries Society in West Yellowstone, Montana, the following six resolutions were adopted:

Resolution on Mitigation of Water Resources Development

Resolution on Riparian-Stream Ecosystem Policy

Resolution on A Federal Nongame Fish and Wildlife Restoration Act

Resolution on Planning and Management of Reservoir Projects

Resolution on Reservoir Fishery Research

Resolution on Acid Precipitation

1980 On September 23, 1980, at the Annual Business Meeting of the American Fisheries Society in Louisville, Kentucky, the following five resolutions were adopted:

Resolution on Professional Resource Administrators

Resolution on Consolidation of U.S. Fishery Management Authority

Resolution on Year of the Coast

Resolution on Management of Native American Treaty Fisheries

Resolution of Appreciation to Kentucky

1981 On September 16, 1981, at the Annual Business Meeting of the American Fisheries Society in Albuquerque, New Mexico, the following seven resolutions were adopted:

Resolution to Fund the National Aquaculture Act

Resolution on Budget Support for the Cooperative Research Unit Program

Resolution on Fishery Impacts of Low-Head Hydroelectric Dams

Resolution on Control of Acid Precipitation

Resolution on Opposition to Non-Managed Withdrawals of Ground Water

Resolution to <u>Streamline and Shorten Federal Review Processes for Implementation of Regional Fishery Management</u>
Plans

Resolution of Appreciation to the Hosts of the 111th Annual Meeting of the American Fisheries Society

1982 On September 23, 1982, at the Annual Business Meeting of the American Fisheries Society in Hilton Head, South Carolina, the following two resolutions were adopted:

Resolution on International Negotiations on Acid Precipitation

Resolution of Appreciation to South Carolina

1983 On August 17, 1983, at the Annual Business Meeting of the American Fisheries Society in Milwaukee, Wisconsin, the following six resolutions were adopted:

Resolution on Maintenance of Wetlands by the Clean Water Act

Resolution on Small Hydroelectric Facilities

Resolution on Maintenance of the Cooperative Research Unit Program

Resolution on Maintenance of the National Fish Hatchery System

Resolution on National Fishing Week

Resolution of Appreciation to the Hosts of the 113th Annual Meeting of the American Fisheries Society

1984 On August 14, 1984, at the Annual Business Meeting of the American Fisheries Society in Ithaca, New York, the following two resolutions were adopted:

Resolution on Coastal Fishery Habitat Programs

Resolution of Appreciation to State of New York and Cornell University

1985 On September 11, 1985, at the Annual Business Meeting of the American Fisheries Society in Sun Valley, Idaho, the following three resolutions were adopted:

Resolution on Riparian Habitat on Public Lands

Resolution on Farm Legislation

Resolution of Appreciation to Host-Good Show, Idaho

1986 On September 17, 1986, at the Annual Business Meeting of the American Fisheries Society in Providence, Rhode Island, the following two resolutions were adopted:

Resolution on Staffing of Federal Aid Office

Resolution of Appreciation to Host of 116th Annual Meeting of the American Fisheries Society

1987 On September 16, 1987, at the Annual Business Meeting of the American Fisheries Society in Winston-Salem, North Carolina, the following four resolutions were adopted:

Resolution on a National Recreational Fisheries Policy

Resolution Regarding Zander Introduction into North Dakota

Resolution on Protection of Fish Habitat in the Arctic National Wildlife Refuge

Resolution in Appreciation to Host of 117th Annual Meeting of the American Fisheries Society

1988 On September 14, 1988, at the Annual Business Meeting of the American Fisheries Society in Toronto, Ontario, the following three resolutions were adopted:

Resolution To Provide for Sound Ecosystem Management Incorporating Marine Mammals

Resolution on The United States National Park and National Forest Natural-Burn Policy

Resolution of Appreciation to Host of the 118th Annual Meeting of the American Fisheries Society

1989 On September 6, 1989, at the Annual Business Meeting of the American Fisheries Society in Anchorage, Alaska, the following six resolutions were adopted:

Resolution in opposition to the Proposed Great Lakes Inland Waterway

Resolution in support of Great Lakes Fishery Commission Funding

Resolution concerning <u>Discharge of Ballast Water from Ocean-going Vessels in the Great Lakes and Other North American Waters</u>

Resolution <u>To Promote International Agreement to Reduce Drift Gillnet by-Catch of Salmon, Steelhead, Sea Turtles, Marine Mammals, and Sea Birds</u>

Resolution aimed at Mitigation of Acid Mine Drainage

Resolution of Appreciation to Hosts and Contributors for the 119th Annual Meeting of the American Fisheries Society

1990 On August 18, 1990, at the Annual Business Meeting of the American Fisheries Society in Pittsburgh, Pennsylvania, the following nine resolutions were adopted:

Resolution on Proposed Upper Ohio River Island Refuge System

Resolution on Great Lakes Coastal Barriers

Resolution on Proposed Large Rivers Research Initiative

Resolution on Proposed Non-Food Fish Definition

Resolution on An Initiative to Facilitate Aquaculture Drug Registration

Resolution on Unintentional Nonindigenous Species Introduction: Prevention, Research and Control

Resolution on U.S. Fish and Wildlife Service Hydropower Program

Resolution on The Biology and Conservation of Rare Fish

Resolution of Appreciation to the Pennsylvania Commission

1991 On September 10, 1991, at the Annual Business Meeting of the American Fisheries Society in San Antonio, Texas, the following four resolutions were adopted:

Resolution on Participation by Tribes in the Federal Aid for Fisheries Enhancement Program

Resolution for The Environmental Concerns Committee be Directed to Prepare a Position Statement on Biodiversity

Resolution on The Conservation of Western Atlantic Bluefin Tuna Stocks

Resolution of Appreciation to Hosts for the 121st Annual Meeting of the American Fisheries Society

1992 On September 13, 1992, at the Annual Business Meeting of the American Fisheries Society in Rapid City, South Dakota, the following three resolutions were adopted:

Resolution on The Abolition or Repeal of the 1872 Mining Law

Resolution on The PL 101-646 (Nonindigenous Aquatic Nuisance Prevention and Control Act of 1990)

Resolution of Appreciation to Hosts of the 122nd Annual Meeting of the American Fisheries Society

1993 On August 31, 1993, at the Annual Business Meeting of the American Fisheries Society in Portland, Oregon, the following resolution was adopted:

Resolution on Appreciation to Hosts of the 123rd Annual Meeting of the American Fisheries Society

On August 24, 1994, at the Annual Business Meeting of the American Fisheries Society in Halifax, Nova Scotia, the following eight resolutions were adopted:

Resolution on Credentialism Related to The Hiring of Biologists and Ecologists

Resolution on Fishery Impacts from Low Dissolved Oxygen Discharges at Hydroelectric Projects

Resolution on Management of Large River-Floodplan Ecosystems

Resolution on Mercury in Disposal of Flourescent Lamps

Resolution on <u>Protecting Native Molluscan Biodiversity</u>. <u>Elimination of the Nonindigenous Black Carp Mylopharyngodon</u>
<u>Piceus</u>

Resolution on <u>The American Fisheries Society in Support of Program Requirement Funding for the Great Lakes Fishery</u>
<u>Commission</u>

Resolution on Rotenone Stewardship Program

Resolution on Appreciation to Host of the 124th Annual Meeting of the American Fisheries Society

1995 On August 29, 1995, at the Annual Business Meeting of the American Fisheries Society in Tampa, Florida the following three resolutions were adopted:

Resolution on Enhanced Environmental Review of Drainage Projects

Resolution on Refinement of the Master Water-Control Canual for the Missouri River

Resolution on Appreciation to the Host of the 125th Annual Meeting of the American Fisheries Society

1996 On August 25, 1996, at the Annual Business Meeting of the American Fisheries Society in Dearborn, Michigan, the following resolution was adopted:

Resolution on Appreciation to the Host of the 126th Annual Meeting of the American Fisheries Society

1997 On August 24, 1997, at the Annual Business Meeting of the American Fisheries Society in Monterey, California, the following resolution was adopted:

Resolution on <u>Support for Continued Transfer of Motorboat and Small-engine Fuel Tax Funds From the Highway Trust</u>
Fund to the <u>Aquatic Resource Trust Fund</u>

Resolution on <u>Support for Congressional Funding for the Environmental Protection Agency's Clean Water Program</u> (Section 314)

Resolution on Appreciation to the Hosts of the 127th Annual Meeting of the American Fisheries Society

1998 On August 25, 1998, at the Annual Business Meeting of the American Fisheries Society in Hartford, Connecticut, the following resolution was adopted:

Resolution on Appreciation to the Hosts of the 128th Annual Meeting of the American Fisheries Society